



MHLS BULLETIN

Mid-Hudson Library System | Serving the Staff and Trustees of Public Libraries in the Columbia, Dutchess, Greene, Putnam & Ulster County Area
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New HOMEACCESS Brochure

Promoting the electronic databases available through HOMEACCESS can be a tricky so the MHLS Marketing & Program Advisory Committee helped MHLS staff come up with a new look for the HOMEACCESS brochure and accompanying bookmarks.



The new design is bright and eye-catching - featuring the word "FREE*" prominently at the top. The "*" leads patrons to a statement about how these resources are funded. Space has been left on the back of the brochure for libraries to stamp their contact information and hours. Inside is a breakdown of some the "hidden gems":

- Full text for nearly 800 general reference publications
- 170 full text newspapers – including 15 from NYS and the latest 365 days of the New York Times
- 70 popular kids' magazines
- A listing of the full-text history books that can help with homework

In today's delivery your library will receive a starter packet of HOMEACCESS brochures, and the newest related bookmarks:



The bookmarks are designed to help patrons login to HOMEACCESS and get started with each resource. At the bottom of each bookmark is the text:

"Didn't find what you were looking for? Ask us, your library is here to help."

When it's time to restock these items at your library request them through the online *Materials Request Form* at <http://midhudson.org> - it's linked at the bottom of the homepage. Or get there directly at http://midhudson.org/forms/material_request.htm

MHLS Announcements

Laurie Shedrick, MHLS Automated Systems Manager and **Karen O'Brien**, Cataloging & Database Maintenance Supervisor will be in San Jose, California for the Innovative Users Group (IUG) this week. Learn more about the IUG at <http://www.innopacusers.org/>.

MHLS Libraries

Staatsburg Library director Anne Jordan is featured in Marshall Karp's newest "comic police thriller," *Bloodthirsty*. This is a follow-up to his first book, *The Rabbit Factory*. "Widely-loathed producer Barry Gerber misses a red-carpet premiere and later turns up dead in a trash can, all blood drained from him. Gerber's biggest rival is found dead two days later, in the same way. Lomax and Biggs scramble to find the next victim before the killer does." Find Anne later on in the book as a no-nonsense, half-glasses-wearing, stern-look-giving character.

Resource Sharing & Millennium

At the May Director's Association meeting Laurie Shedrick reviewed the importance of and how-to for **Viewing Outstanding Holds**. The handout from her presentation is included with the Bulletin in today's delivery and available online at <http://midhudson.org> → *Resource Sharing & Millennium* → *Holds* → *View Holds* or get there directly at http://midhudson.org/resource/Millennium/Holds/Instructions/Viewing_Holds.pdf

Reminder: Register now for **Millennium Cataloging & Entry Essentials:** Thursday, May 24th from 10:00am-12:00pm at Kingston Library (55 Franklin Street, Kingston). Presented by Laurie Shedrick, MHLS Automated Systems Manager. Register through the MHLS web calendar at <http://www.midhudson.org/evanced/lib/eventcalendar.asp>

"...libraries provide valuable and needed services to the community. They are the best bargain in town!"
-Patti Haar, Patterson Library director / President of the Putnam County Libraries Association: Putnam County News and Recorder, 5.2.07, Letters to the Editor, "Your Local Library - It's the Best Bargain in Town"

404 Error - Help for Patrons: Some patrons report receiving a "404 Error" when they try to request a hold in the online catalog. Laurie has added instruction to the OPAC section of *Resource Sharing & Millennium* page of midhudson.org that may help them get through it. Keep in mind that these instructions were based on Internet Explorer and without regard to other security software that the patron has running on their local PC or router:

<http://midhudson.org/resource/Millennium/OPAC/Instructions/pcsecurity.pdf>

Professional Development

Online Learning Opportunity: **Reading Groups—New Angles Make Them Work** "Book groups: they're hot, they're multiplying, and they're not just 12 readers with a battered copy of *Pride and Prejudice*. Reading Group Discussions, Parts I, II, and III outlines the future of America's favorite new pastime. Key topics covered:

- Author Phone Calls
- Video Conferencing/ Webcasts
- Podcasting
- Alternative Book Group Ideas
- Reading Guides

Visit <http://www.libraryjournal.com/learn> to watch and learn.

June webinars from the Council of Community Services of NYS (CCSNYS):

- **You Too Can Use Web 2.0** – Thursday, June 14th from 10:00am – 12:00pm. \$30 for CCSNYS members/\$40 for nonmembers
- **An Introduction to Microsoft Excel** – Thursday, June 21st from 10:00am – 12:00pm. \$30 for CCSNYS members/\$40 for nonmembers

Stay at your desk to listen to the audio portion of the webinar while viewing a hard-copy of the presentation on your computer to follow along with the trainer's live presentation. For more information and to register:

<http://www.ccsnys.org> → *Calendar*.

Youth Services

Did you miss the 2007 YSS Spring Conference -
Bring on the Books, Bring on the Joy? Here are the highlights: Two hundred NYS youth services librarians met in White Plains April 20-21 to recharge their batteries attending workshops and hearing great speakers, like Jill and Daniel Pinkwater and Libba Bray, teen author. We learned how you can pull together people in the community and library staff with no quilting experience to work with kids who make beautiful quilt squares which are sewn together and given to seniors in local retirement places. In addition, we came away with a



great *Title Trekking* booklist to use with teens over the summer. Teens accept the challenge of reading these stories that increase in complexity as they "trek" up the list. Contents of some of the workshops can be found on the MHLS Youth Services website at <http://midhudson.org/department/youth/main.htm>, in the *What's New* section. Others will be added as they become available.

The **Collaborative Summer Library Program** website [<http://www.csllpreads.org/ppt.htm>] contains PowerPoint templates you can use during presentations to educators and parents to promote your library's summer reading program – if you're participating in the NYS themes:

Children's Theme: *Get a Clue @ Your Library*
Teen Theme: *You Never Know @ Your Library*

Young People & Social Networking Issues Toolkit:

A new toolkit from YALSA (Young Adult Library Services Association of ALA) has been added to the MHLS Youth Services web site,



<http://midhudson.org> → *Youth Services* → *What's New* column or get there directly at <http://midhudson.org/department/youth/main.htm>, as well as on the *MHLS Internet Safety for Young People* site at http://midhudson.org/program/ideas/Web_safety_kids.htm. Below is the Table of Contents from this useful document:

Information to share with community members:

- How Online Social Networking Facilitates Learning in Schools & Libraries

Resources for librarians & library workers:

- Tips for Talking with Legislators About Social Networking
- Educating the Community about Online Social Networking
- Educating Teens about Online Social Networking
- Additional Resources about Online Social Networking

Administration & Management

The MaintainIT Project

TechSoup.org's **MaintainIT Project: *What's your story?***

Librarians want to know! The

MaintainIT Project is gathering practical solutions for how libraries maintain their public computers. Techniques and tips will be shared in free guides tailored to specific types of libraries and distributed in print and online. The MaintainIT Project is a part of TechSoup, a nonprofit serving fellow nonprofits and public libraries with technology information, resources, and product donations. The MaintainIT Project is funded by the Bill & Melinda Gates Foundation. Visit <http://www.maintainitproject.org> for more information.

Member Libraries are welcome to submit items of interest and job openings to the MHLS Bulletin: bulletin@midhudson.org. The MHLS Bulletin is available online at <http://midhudson.org/bulletins/main.htm>.

"We know there are legitimate concerns about the internet. We know, however, that the best way to protect children is to teach them to guard their privacy and make wise choices. Education will promote safe use of the internet, not laws blocking access."

- Illinois Library Association Executive Director, Robert P. Doyle

Viewing Outstanding Holds

Viewing the holdshelf allows you to get a daily count of the number of items on the holdshelf. You can also use view outstanding holds on a weekly basis to find holds for bibliographic records that no longer have any holdable items, for items that are billed or claimed returned, and for high-demand items whose holds are not filled in a timely manner.

To view outstanding holds:

1. Change the current mode to View Outstanding Holds.
2. In the Limit Display To area, indicate the limits you want to place on the list of outstanding holds.

The date field defaults to today's date; use that or modify the date.

If you want to limit the list further, you can enter a patron name in the PATRN NAME text box. You can also choose the PATRN NAME drop-down list and select a different category: Title, CALL#, Barcode, STATUS (of item), Item Location, or Hold Status. In the text box, enter the corresponding search string (title name, call number, etc.) by which to limit the list.

! Limit the list by STATUS=ON HOLDSHELF to view your current Holdshelf.

3. In the Pickup Location area, choose whether to display outstanding holds for the location associated with your login in the Locations Served table (for example, Main), for all locations, or for the location selected in the Select Location drop-down list. By default, Millennium Circulation selects the radio button for the location associated with your login in the Locations Served table.
4. Choose View Outstanding Holds to generate the list.

Outstanding Holds Placed Before 04-07-2005								
Thursday April 07 03:52PM								
OUTSTANDING: 2 ON HOLDSHELF: 0								
BIB LEVEL: 1 ITEM LEVEL: 1								
#	Date Placed	Not Neede...	Patron Info	Title	C...	LOCATION	Pickup Locati...	Hold St...
1	02-21-2005	04-30-2007	Galetovic, Maribel p1000901 mgaleto@hotmail	Carrots Love Tomatoes: Secrets of Compan	301.2 BRA	mmed	main	Item hold with 1 of 1 holds
2	02-21-2005	03-21-2006	Galetovic, Carlos p1000903 cgaleto@yahoo.	Carrots Love Tomatoes: Secrets of Compan	301.2 BRA		main	Bib hold, 1 attached item with 1 of 1 holds

- Millennium Circulation sorts the table by patron name, hold status, then title. You can sort the table by clicking the top of each column. To increase the number of rows that display in the table of holds, you can move the divider between the summary and the table of holds.

If you right-click a cell, Millennium Circulation offers you the View Patron, View Item or View Bib, and Print Report options. View Patron retrieves the patron record and displays it in a separate window; View Item or View Bib retrieves the item or bib record and displays it in a separate window; Print Report prints the holds list. The holds list printout includes all columns, whether visible or hidden onscreen.

A summary of title- and item-level holds appears at the top of the report. Below the summary, the table of holds displays the following information:

Date Placed - Date the hold was placed

Not Needed After - Date after which item or bib is not wanted (if specified)

Not Needed Before - (toggles with Not Needed After)-Date before which item or bib is not wanted (if specified)

Patron Info -Patron name, patron number, email address, and phone number

Title -Title of item or bib

CALL# -(toggles with Barcode) Call number of item or bib

Barcode - Barcode number of item (for item-level holds)

LOCATION -Item location (for item-level holds)

Pickup Location - Location where patron will pick up item or bib

Hold Status - (toggles with Status) Queue status

STATUS -Item status (for item-level holds)

- After the list is generated, use the Print icon (or select Print Report from the right-click menu) to print the list as well as the summary information. If you have sorted the table, the list prints the way you have sorted it. You can change your standard printer to print to your email.

! Sort your list by title to group items and see if you have many requests for a single title. You may decide that you do not have enough copies for the demand.

! Toggle to the Hold status to see if there are available Copies.

! Right click to get more item & bib information-Unfortunately, the view you get does not allow you to modify the hold.

Hold Status
Bib hold, 74
attached items
with 276 of 290
holds

This hold is placed on a title with 74 items attached. If there were only one or two items you should look to see if they will be able to fill your hold (not overdue or not holdable, for example). If the item is available and the hold was placed more than a few days ago, contact an owning library to ask if they could fill your hold.