



MHLS BULLETIN

Mid-Hudson Library System | Serving the Staff and Trustees of Public Libraries in the Columbia, Dutchess, Greene, Putnam & Ulster County Area
103 Market Street - Poughkeepsie, New York 12601 - 845.471.6060 - Fax: 845.454.5940 - <http://midhudson.org>

Pay Fines Online

Your patrons can now pay their fines and fees online with a credit card through the online catalog [<http://gigcat.midhudson.org>]



This service, called “eCommerce” behind the scenes, is a secure transaction, which uses a Merchant Vendor account (Verisign’s Paypay) and an SSL (Secure Socket Layer) certification. SSL uses a cryptographic system that employs two keys to encrypt data – what this all means is that your patron’s transactions are certified secure.

An informational sheet on this new service for staff is in the delivery with today’s *Bulletin*. The permanent home of this info is at <http://midhudson.org> → Resource Sharing & Millennium → OPAC. Direct link: <http://midhudson.org/resource/Millennium/OPAC/Instructions/ECommerce.pdf>

Suggestions for promoting this new service to patrons are being solicited by the MHLS Marketing & Program Advisory Committee, send your input to Rebekkah Smith Aldrich at rsmith@midhudson.org.

Direct questions or concerns about the service to Laurie Shedrick at x21 or lshedrick@midhudson.org.

Please note: For those of you who limit your OPACs by domain, you will want to allow access to digicert.com to allow the security certificate.

MHLS Announcements



As every library can confirm, more and more patrons are using *Request-a-Title* to bring the library materials they want to their library. As a result MHLS will be rearranging and expanding the physical space at our headquarters to manage delivery, therefore: there will be **no delivery or pickup on Saturday June 9, 2007**. Normal operations will resume on Monday June 11, 2007.

Orientation for New Library Staff: Thursday June 28th from 10:00am - noon. Designed for new library staff and volunteers, but open to all who would like to attend, this workshop provides introductory, baseline information about working effectively in a public library and in the Mid-Hudson Library System. The workshop will cover:

- The role of the public library in our communities
- How your library fits into the NYS library structure
- Your role as a library representative
- Helping patrons find what they want
- Overview of the online catalog, HomeACCESS databases and interlibrary loan
- System wide resource sharing concepts and issues

Following the Orientation, **Circulation Essentials** will be offered from 1:00 - 3:00pm so you can get the basics in Millennium Circulation. Circ Essentials is designed for new library staff, but open to all who would like to attend. This workshop provides introductory, baseline information about Millennium including common circulation and patron data entry tasks. The workshop will cover:

- Patron Records: how, when and why we create patron records
- Checkin and Checkin for the book drop
- Checkout: Dealing with it all - from pop-up messages to missing parts
- Holds: How they work and what you need to know to keep on top of the process
- Fines and fees: How fines work, how to create and add manual fines, waiving fines and fine history
- Printing notices: Pages, bills, overdues, hold pickup
- Entering items at the circ desk
- Neat tricks-things to save you time and work!

Register for each workshop individually through the MHLS web calendar:

<http://www.midhudson.org/evanced/lib/eventcalendar.asp>

Professional Development

Register NOW For **Advanced Training for Front Desk Staff – 4 locations in June**. Presented by Sue Hermans from Poughkeepsie Public Library District - Head, Reference and Adult Services & Coordinator, Central Library Services. This workshop is for front

MHLS Delivery Area Fast Facts:

Sorting 4,000+ items a day, 850 boxes a week | 13% increase since August/September 2006

desk staff that is expected to go the extra mile. It goes beyond the Tips & Tricks for Front Desk Staff workshops offered in April. It will help you develop your ability to assist patrons. All staff that work with patrons would benefit from attending this session. Don't miss the chance to attend locally! The workshop will cover:


- Power searching the web for information, directions and maps
- Helping patrons find the item they are looking for – even when it's not in Millennium
- Resources that simplify reference

Register online at

<http://www.midhudson.org/evanced/lib/eventcalendar.asp> for one of the following sessions:

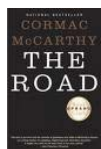
- Monday, June 4th: 10am-12pm at Kinderhook Memorial Library (18 Hudson Street, Kinderhook)
- Wednesday, June 6th: 1pm-3pm at MHLS Auditorium (105 Market Street, Poughkeepsie)
- Tuesday, June 12th: 10am-12pm at Brewster Public Library (79 Main Street, Brewster)
- Thursday, June 14th: 10am-12pm at Cairo Public Library (512 Main Street, Cairo)

Reference & Collection Development

 **Google Inc. will begin showing videos on its main results page** along with photos, books and other content previously separated into different categories. Under a new "universal search" approach that Google began rolling out this month, some requests will produce more than just a series of links and snippets pointing to other Web sites. As an example, the results to the search request "I have a dream" will include an actual video showing Martin Luther King Jr.'s famous 1963 speech along with the usual assortment of Web links.

Programming

EZ Library Program Database Addition: Compilation of *Harry Potter Trivia Ideas* – go to <http://midhudson.org> → *Programming* and click on the *EZ Library Programming Database*. Click on *Search for a Program* and type *Harry Potter* in keyword box. The direct link for the MHLS EZ Library Programming Database is: <http://support.midhudson.org/ezprogram/ezprogram.htm>.



Popular Robinsonade* now available through the MHLS Book Club in a Bag Program - **The Road**, by **Cormac McCarthy**, is now available through the *Book Club in a Bag Program* thanks to the Beekman Library and the helpful libraries that donated their extra copies to the kit. <http://midhudson.org/program/BCB/main.htm>

Trustee Resources

2007 Advanced Trustee Education Theme:
Smart Growth for your Library.

Your library is growing in many ways. Learn how to make the most of your efforts and achieve equilibrium amongst the important elements of finances, services, planning, facilities, division of labor, public relations and more. Learn how to how be smart about growth and spot red flags before they become problems. Presented by Josh Cohen - MHLS Executive Director, Rebekkah Smith Aldrich - MHLS Coordinator of Member Information and Merribeth Advocate - MHLS Outreach & Education Coordinator. Advanced sessions are designed to focus on issues benefiting and affecting libraries in our system, and address a different topic each year. They are designed for trustees who have been on the board at least a year.

- Saturday, June 9, 10:00am-12:00pm at the Catskill Public Library (1 Franklin Street, Catskill) OR
- Thursday, June 14, 6:00pm-8:00pm at the Mid-Hudson Library System (105 Market Street, Poughkeepsie).

Registration is required. Register either online:

<http://www.midhudson.org/evanced/lib/eventcalendar.asp> or by phone: 845.471.6060 x46

Job Openings

The Pleasant Valley Library is looking for a **data entry/cataloger** to work part time, some evenings and one Saturday a month. 20-25 hours/week, \$12/hour. Person needs to be independent and comfortable cataloging non-print items and helping out on the reference desk when needed. Fax resume to 845.635.9556.

Woodstock Public Library District has an opening for the position of **Library Technician for Technical Services**. Duties including ordering & receiving of books, office supplies and furniture; data entry; circulation desk duties. Must be computer proficient, comfortable with the public, and willing to assist in children's programming. BA required. Work week is Tuesday-Saturday. Salary starts at \$27,000, negotiable based on experience. Send cover letter, resume and references to Library Director, Diana Stern by djs@woodstock.org by June 5th.

MHLS recommends that the minimum starting salary of a full or part-time librarian with an MLS degree be at least equal to that of a teacher with a master's degree in the same community.

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

*"Robinsonade" is a literary genre that takes its name from the 1719 novel Robinson Crusoe. The success of this novel spawned enough imitations that its name was used to define a genre.