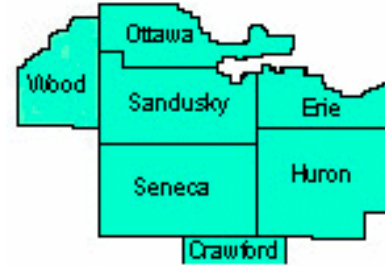


NOECA's Library News



in·ven·tor·y

1 a : an itemized list of current assets: as (1) : a catalog of the property of an individual or estate (2) : a list of goods on hand

ARE YOU READY TO INVENTORY YOUR LIBRARY ?
It's really quite manageable if you break it down
by syllable step-by-step !

Media Center Preparation for Inventory [\[MS Word\]](#) or [\[Rich Text\]](#)
Inventory Status Report Form [\[MS Word\]](#) or [\[Rich Text\]](#)
Taking a Physical Inventory (INVSCAN) [\[MS Word\]](#) or [\[Rich Text\]](#)
Generating Inventory Reports (INVRPT) [\[MS Word\]](#) or [\[Rich Text\]](#)
[Description of Inventory Report Files](#)
Inventory Maintenance Program (INVMAINT) [\[MS Word\]](#) or [\[Rich Text\]](#)
Post-Inventory/Year-End Reports [\[MS Word\]](#) or [\[Rich Text\]](#)

If you're reading a paper copy of this newsletter, please
visit the INFOhio website
to obtain Inventory Documentation:
<http://www.infohio.org/LA/inventory.html>

Schedule a training / refresher by emailing us: [INVENTORY TRAINING](#)

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SPRING USER-GROUP MEETING

Friday, May 2nd
9:30 am – 2 pm
NOECA

[\(click here for the AGENDA\)](#)

\$5 Luncheon Fee
(payable day of meeting)

Menu

Salad & fixings
Subs
Pizza
Beverage

[SIGN-UP FOR MEETING](#)

(or email CHRIS@NOECA.NET)

Deadline: 4/25/03

INFOhio Hugh Durbin Leadership Award

Background

Hugh Durbin spent his career engaged in providing quality library media programs and resources to students from pre-kindergarten children to adults in prison. He supported the professional growth of his colleagues through his leadership in OELMA and by sharing his vision for the future of school library media programs in articles and presentations. Hugh's professionalism and personal commitment serve as an example for all of us in the field today. The INFOhio Hugh Durbin Leadership Award keeps his example before us as a touchstone by which we can measure ourselves and encourage others to grow in our profession.

Purpose

The INFOhio Hugh Durbin Leadership Award seeks to encourage and support greater involvement in the leadership of INFOhio by practicing library media center personnel. This will be accomplished by identifying potential new leaders and facilitating their participation in INFOhio sponsored activities.

The Award

The INFOhio Hugh Durbin Leadership Award shall consist of a scholarship stipend which will cover the cost for the recipient to attend the INFOhio Annual Retreat or an equivalent function sponsored by INFOhio. The recipient will be recognized during the Annual Retreat and presented an appropriate commemorative memento.

Selection Procedure

The selection of the Award recipient will be made by an ad hoc awards committee appointed by the INFOhio Governing Advisory Board. Appropriate timelines for the applications/nominations and the selection processes will be established by the committee in conjunction with the INFOhio central office.

Selection Criteria

The INFOhio Hugh Durbin Leadership Award recipient will be selected from those applicants and nominees who:

- 1) Have never attended an INFOhio Annual Retreat and not been active in INFOhio at the state level.
- 2) Complete the application/nomination form and comply with the timelines established by the selection committee.
[PDF < http://www.infohio.org/Documents/Users_Groups/DurbinApplication2003.pdf >](http://www.infohio.org/Documents/Users_Groups/DurbinApplication2003.pdf)
- 3) Are certificated/licensed as a library media specialist.
- 4) Hold a district or building level school library media position responsible for working directly with students and/or staff in the utilization of INFOhio-provided resources, which may or may not include the MultiLIS automation program.
- 5) Demonstrate an outstanding and unique utilization of INFOhio assets to link the right student to the right resources at the right time.
- 6) Indicate any area(s) of the INFOhio program with which he/she might wish to become more familiar and engaged in through participation in a Task Force or other activities.
- 7) Include at least one letter of support from a colleague with knowledge of the applicant/nominee, his/her utilization of INFOhio resources, and his/her leadership potential.

To support the goal of encouraging the development of new leaders for INFOhio, preference may be given to an applicant/nominee who has never attended an INFOhio Annual Retreat.

Application Procedure

Applications and nominations for the 2003 Award will be accepted no later than **April 25, 2003**. Completed applications and nominations will be returned to the INFOhio central office for review by the Awards Committee.

[PDF <http://www.infohio.org/Documents/Users_Groups/DurbinApplication2003.pdf >](http://www.infohio.org/Documents/Users_Groups/DurbinApplication2003.pdf)

The Award shall be announced on the INFOhio Web site and the INFOhio E-List (listserv). DASites are encouraged to promote the Award through their user groups and to share the information with their member districts.

SIRSI – "The new software"

1. Why the need to upgrade INFOhio's library automation software?

DRA/MultiLIS is a legacy library automation system that uses older system and database technology. This, combined with the fact that other MultiLIS customers around the world are migrating away from MultiLIS in favor of newer technology and interfaces, directly impacts the future of MultiLIS enhancements.

INFOhio believes that all modules of library automation software must have a graphical interface to provide Ohio schools with state-of-the-art software. INFOhio approved the migration of its OPAC in 1998 to such an interface and committed to upgrade the other modules: circulation, cataloging, reports and inventory.

Critical needs that the new software will afford our member schools and keep INFOhio viable into the future include:

Ability to keep pace with the next generation of library automation software enabling the library to move into the classroom and provide greater access by the ability to search all fields in a record (i.e., reading programs)

Optional OPAC content enrichment (for selected titles display related information such as author biographies, book reviews, table of contents, book jacket images); additional minimal charge per district if purchased on a statewide level

Ability to provide an inexpensive option for standalone systems to migrate to INFOhio while maintaining a point and click application.

2. What is the timeframe for transition?

Tentative timeline for complete upgrade to new modules is:

- Sirsi Pre-Training for Transition Advisors Summer/Fall 2002
- Evaluation of INFOhio test data : Fall 2002
- Evaluation of hardware platforms: Fall 2002
- Planning for Implementation : Winter 2002/Spring 2003
- Training for pilot sites: Spring 2003
- Pilot Implementations Summer/Fall 2003
- Training for all DASites: Throughout 2003 – 2004
- Transition for all DASites: Throughout 2004 – 2005

3. Why the selection of Sirsi's K-12 Unicorn product?

Estimates for the replacement costs of the MultiLIS licenses, if another vendor were selected, are in excess of four million dollars. Staying with Sirsi would allow the transfer of the MultiLIS licenses at no additional cost. This is a most important consideration in light of today's economy.



4. What hardware resources should school libraries plan for to ensure a smooth transition?

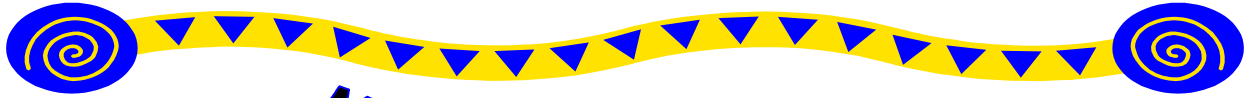
Hardware for Libraries - The most critical point is that dumb terminals are not useable in this new software environment. A personal computer is required for all staff workstations that need to run the Unicorn WorkFlows client software.

The WorkFlows client is PC based. What does this mean for Macintosh users? Currently in the absence of a Mac based WorkFlows client, Mac users will need to use a PC emulation program like Virtual PC. Sirsi has a number of customers doing this successfully. In addition, Sirsi is working on a new version of the WorkFlows client to be released in 2003. The new version will be more platform independent, capable of running on Windows 2000, XP and future versions of Windows as well as on current Macintosh OS X operating systems, thus eliminating the PC emulation program requirement for Macs. For complete workstation requirements, please refer to the [Equipment Specifications](#) posted on the Transition section of the web site.

In addition to the Mac client, many new software features for both PC and Mac clients are planned for WorkFlows in 2003. Libraries should consider if they need to replace or add memory to existing staff workstations. Patron OPAC stations do not necessarily require as much RAM, but they should be capable of supporting current browser versions of Internet Explorer or Netscape.

Also barcode scanners used with dumb terminals are usually not compatible with personal computers and will likely need to be replaced scanners .

For additional / updated information, please visit:
<http://www.infohio.org/LibraryStaff/transition.html>
or contact Lisa lisa@noeca.net or Chris chris@noeca.net



**May 31st deadline for
Fall, 2003 start-up**



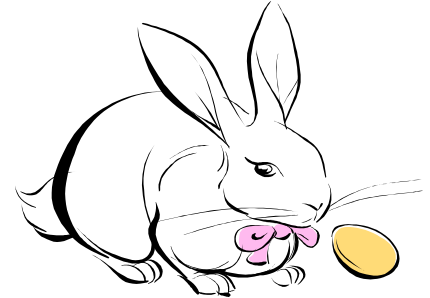
UPDATE:

- As of March 3, ninety-two libraries are participating in MORE, including 42 public libraries, 49 school districts, and the State Library of Ohio.
- Combined, these libraries contain more than **10 million volumes**, and represent more than **2 million Ohio students and library patrons!***
- In the past year of operation, 11,540 patrons have logged into the MORE system at least once, and together libraries have filled over 21,127 requests.
- Completed forms must be received by **May 31, 2003** to join MORE for **the start of the 2003 - 04** school year. Configuration worksheets received after May 31st, will be processed to join MORE at the start of the second semester for the 2003-04 school year.
 - Principles of Cooperation http://www.moreforohio.org/poc_contract.html which govern the borrowing/lending behavior of MORE participating libraries.
 - MORE information readiness checklist <http://www.moreforohio.org/checklist.html>
 - Once notified – MORE Configuration worksheets are filled out by you and by us.
- Depending on the number of weeks and days your district would like delivery to ONE location will currently cost:

School Libraries (34 week delivery):

5 days per week	\$1,850
4 days per week	\$1,470
3 days per week	\$1,100
2 days per week	\$750
1 days per week	\$370

To receive a contract for US Cargo **delivery**, submit a request form <http://www.moreforohio.org/signup.html> which will start the sign-up procedure. **This does not sign you up for the MORE requesting system.**



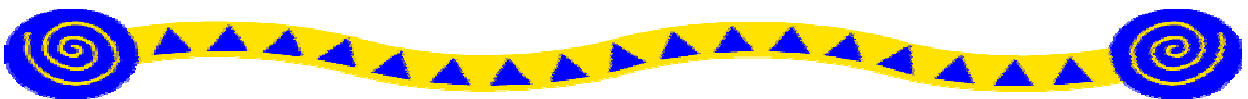
**NAME THIS
NEWSLETTER
CONTEST**

Don't you agree that
such a
well-read
wealth-of-information
newsletter
like this deserves a
name befitting its
stature
in our
Library Community ?

Submit your
suggestion by emailing
lisa@noeca.net

We'll vote at our User
Group Meeting---

Prizes will
be awarded !



“Tip of the Day”

```
CAT_SHELF
Report File Specifications:
Output File: CAT
Staff Barcode who is generating: 2X
Selection Criteria
Item Number Range: @
General Location Code: CAM
Collection Code: @
Shelf Number Range: @
Item Creation Date: 198
Item STATUS Modification Date: 198
Item Status Code (case sensitive): @
Document Type:
Line spacing:
Sort order:
```

*Did you know
you can generate a
report based on the
“status” of your
holdings?
Be careful---it's
case-sensitive !*

Library Reports Menu /
Cataloging Menu /
General Reports /
Shelf List

```
A = On Order
B = In Exchange
D = Available
E = Loaned
e = Weeded
F = Pending Transfer/temp. unavailable
G = On Hold
H = In Transit
I = Missing/being traced
M = Missing/overdue
m = Missing in Inventory
P = Lost
R = In Repair
r = Withdrawn
S = Reserve
T = In Processing
U = In Binding
```