

The Alexandria Newsletter

GROWTH • TIPS • PROMOS • ANNOUNCEMENTS • MORE

MONTHLY

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FROM THE PRESIDENT'S DESK

I believe that the library is the heart of the community whether that community is an educational institution or a town. Librarians are a major resource and it is our goal to support you by providing an automation system that will make your work easier, faster and enable you to expand your services to your patrons. You are a vital resource for us, too, because it is your ideas that help us make Alexandria better.



At this time of year, some of those features you have suggested will make your work easier—the Inventory Exceptions and the Reordering Details reports are just two reports that come to mind. The option to eliminate expiration dates for patron records and the new Inventory mode with Suppressed Dialogs to use with the new wireless scanners are also features that streamline the end of the year procedures and which resulted from suggestions by users.

Thank you for helping us to help you!

Bill Schjelderup ∞

KAAREN'S CORNER

BY KAAREN LINTON
LIBRARIAN/ALEXANDRIA TRAINER

YEAR-END PROCEDURES

Planning ahead is the key for a complete and stress-free end of the school year, and these tips will help you achieve this goal. It is not too early to do some of these procedures at the beginning of the school year!

1) **SIF users, adjust Patron Management preferences.** On the **Grade** tab, make certain that the **Last date of school** field is set to the proper date.

2) **Set period due dates for the next year.** Click on the date when you want items returned at the end of the year until it says **Period Due**. The circulation period will be shortened so items may be returned in a timely manner. Set this date early since Alexandria NEVER adjusts a due date after an item is checked out.

3) **Check policies.** Make certain that *all* applicable policies have **Apply Period Due Dates** checked. Remember that **Item** policies with **Hard** due dates will override a period due date. See the glossary for a definition of the terms, **Period Due Date** and **Hard Due Date**.

4) **If you perform Inventory as part of your year end procedures,** use the utility of check out all items *not* inventoried that have the status of **Available** to **Lost** patron (barcode 1).

5) **Lost and Discarded Items**—Review your **Lost** and **Discarded Patrons** and run all reports you need. If you have been using meaningful discard notes, remember the **Reordering Details** report will help identify items that you want to reorder. Then, remove items that will not be returning to your library using the appropriate **Items** utility.

6) **Check your Subscriptions module** to ensure that magazine subscription dates are appropriate for the coming year.

7) **Orders**—Review individual orders in the **Orders** module for outstanding items and reconcile them, if possible.

8) **Budgets**—If your fiscal year runs summer to summer, reset your budgets in the **Budgets** module and your financial year in the **Orders** preferences.

9) Run Alexandria maintenance utilities such as **Rebuild**.

10) **Perform a final backup of your data** and store the disk outside your building. ∞

DID YOU KNOW...

Did you know that you can receive a \$200 credit towards a new scanner by trading in an old, outdated, or broken scanner?

Act before May 31, 2007 to receive this special offer!

Find out more about the scanners by going to <http://www.goalexandria.com/solutions/accessories/index.html>

ALEXANDRIA ANSWERS

HOW CAN IT TELL IF THERE WERE ANY PROBLEMS FOUND IN MY DATA DURING A REBUILD?

Although problems should be rare, hardware, operating system, or electrical failures can impact your data negatively. The **Rebuild** utility checks your data for readability and consistency of information. If a record is not readable or if information is not consistent across all files, it needs to be rectified. The **Rebuild** strives to repair such problems; however, sometimes a record or records have been damaged beyond repair. It is hazardous to leave a bad record in your data, so, if a record cannot be repaired, Alexandria will delete it. Rebuilds should be run at least once every four weeks.

Since rebuilds should be run when Alexandria is not in use, you will usually schedule this to be done very late on a Friday or Saturday night. Before you leave, do the following:

1. Go to the **Support** tab on your **Circulation** window. Click on the second icon on the left. This opens the **System Analysis** panes. Run the **System Analysis** report.
2. Jot down the figures on the left portion of the pane.
3. The following work day, when you arrive, go to the **Support** tab again and click on the second icon on the left. Compare the figures that you jotted down with the figures shown. If they are the same, no corruption was found.
4. If the figures are different, contact Technical Support at (800) 347-4942 or support@companioncorp.com for assistance in recovering the lost data.

WHY SHOULD I BOTHER GIVING A REASON FOR DISCARDING A BOOK?

Discard notes can be worth their weight in gold. “Weeded” really tells you nothing, but Outdated, No Use, Loved to Death, and Oops (for those objectionable items that sometimes are found in your collection) give valuable information. You will want to reorder items that have been worn out from patron use, and outdated materials need to be replaced with more current titles covering the subject matter while the “No Use” and “Oops” items will not be reordered. You may use the **Discard Note** as a selection criteria when running the **Reordering Details** report which will provide you with the author, title, publisher, price, ISBN, LCCN and call number for items meeting the **Select By** criteria.

See **Discard Mode** on the **Command Help** tab for more information on using this feature. ∞

PROMOTION

Is textbook management a headache for your school? Have you lost precious book funds because of lost textbooks? Use **Textbook Tracker** software to help....

- Track and eliminate textbook losses and damages
- Track school and district assets
- Save thousands of dollars each year

Act before **July 31st** and receive **50% off** the purchase price. <http://www.textbooktracker.com>

COMPANION TRADESHOW SCHEDULE

| TRADESHOW | CONFERENCE NAME | START DATE | END DATE | LOCATION |
|------------------|---------------------------------------|------------|----------|-------------------|
| VtLA/VEMA 2007 | Vermont Library Conference | 5/15/07 | 5/16/07 | Burlington, VT |
| NHEMA/NHLA 23007 | New Hampshire Library Association | 5/17/07 | 5/18/07 | Bretton Woods, NH |
| CHLA/ABSC | Canadian Health Libraries Association | 5/28/07 | 6/01/07 | Ottawa, Canada |
| ACURIL 2007 | Association of Caribbean Libraries | 6/03/07 | 6/09/07 | Puerto Rico |
| ALA Summer 2007 | American Library Association | 6/23/07 | 6/26/07 | Washington, D.C. |
| NECC 2007 | Nat'l Educational Computing Con. | 6/24/07 | 6/27/07 | Atlanta, GA |
| Other Events | Alexandria v5.5.3 Release | June 07 | | |

PRODUCT ANNOUNCEMENTS

COMPanion is preparing to release Alexandria v5.5.3 in June 2007. Here are just a few of the added enhancements in the latest version: See and see also support, MARC authority, integration with Mitinet data services, added support for international customers, updated web librarian features, Lexile enhancements, and more! We'll send an Announcement e-mail when this version is available for downloading. ∞

JOIN THE ALEXANDRIA COMMUNITY

Take advantage of our free, world-wide user networks to learn more about Alexandria by signing up for one or more of our e-mail lists, or visit our Alexandria Forums and COMPanion Corp's Blog. Our e-mail lists are:

Alex-Net User's Group—friendly environment where Alexandria users can post questions, answers, or suggestions. http://www.goalexandria.com/support/lib_corner/listserv

Tip of the Week—Tips for running Alexandria more smoothly, written by our Technical Support Dept. and Librarian/Trainer. Go to: http://www.goalexandria.com/support/lib_corner/listserv

Alexandria Forums—We have multiple message boards for general discussion, technical issues, ideas for future enhancements, tips about using Alexandria, and software promotional information. Go to: <http://www.goalexandria.com/forums/>

COMPanion Corp's Blog—Announcements concerning product releases, special promotional info, etc. Go to: <http://www.companioncorp.com/blog/>

WRITERS WANTED

Have you dreamed of being a published author? We're looking for Alexandria users who would like to submit an article to be added to a future newsletter. You can write about innovative ideas you've incorporated in your library, an Alexandria feature you've found particularly helpful, tips, etc. The article should be about 1/4 of a page in length. Send your submission to rasmith@companioncorp.com. We will have a little gift for the author of each selected article. ∞

WELCOME OUR NEW CUSTOMERS

Welcome to our newest Alexandria customers! We look forward to a long and lasting relationship with all of our valued customers.

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|---|--|
| AZ Vail Unified Elementary SD | MN Mt. Olive Lutheran School St. Mary's Catholic School Community of Peace Academy St. Hubert School St. Peter Catholic School St. Elizabeth Ann Seton School |
| CA Keys School Riverside Christian Schools Summerville Union HSD Grandview R-II SD Apple Valley USD Etiwanda School District St. Matthew's Parish Our Lady of Mercy School Upper Lake Union Elem SD Pleasant Ridge Union SD Silver Valley USD | MO Moberly School District #81 Kirbyville School District Clearwater School District R-1 Holy Redeemer Grade School |
| CT Woodstock Public Schools | MT Stanford Public Schools |
| FL Palm Bay Charter School | NE Potter-Dix Schools |
| GA Talbotton Public Schools Central Heights Christian | NJ Princeton Friends School |
| IA South Tama County Schools GMG Community Schools Dennison Community School | OK Haskell Public Schools |
| IL American College of Education Grand Ridge CCSD #95 Minooka Community HSD Our Lady of the Gardens Mooseheart School | PA Vanguard & Crossroads School |
| KS Otis-Bison USD #403 Marysville USD #364 Buhler USD #313 Neodesha USD #461 | TN Shelby County Schools Faith Presbyterian Church |
| LA Our Lady of the Lake | TX Strake Jesuit College Floresville ISD Iman Academy Regional Bible Institute |
| MD Grace Academy Kent School | UT Kearns-St. Ann School |
| ME Raymond School Department Robert W. Traip Academy | VT Brattleboro Town SD |
| MI Glen Lake Community Schools | WI Randolph SD Bowler SD Weyauwega-Fremont SD Cedarburg SD Saint William Catholic School |
| | WY St. Anthony Tri-Parish School |