

NEWSLETTER

December 2005 Volume 8, No.4 135 Beaver Street Waltham, MA 02452-8424

School Library Eligibility and Database Access Registration Forms

From the end of September into November, school librarians have submitted their Eligibility Verification and Database Access Registration forms.

This has been helpful to the Regional Office in maintaining accurate information about the staffing of school libraries and for updating the technical needs of each institution.

If you have not returned your forms, please do so. If you did not receive forms, please contact Metrowest (carols@mmrls.org) and we will mail you the required paperwork needed to re-certify your school library for 2005-2006.

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Council of Members-Annual Meeting

by
Sunny Vandermark

The ninth annual Council of Members meeting was held at Olin College on November 9, 2005. Paula Polk, President, hosted the meeting. Rob Maier, Director of the MBLC, gave a brief overview of the Legislative Agenda priorities: public library construction funding, and a three-year budget plan that looks to expand funding in each line item of the MBLC budget. Rob encouraged participation in the Legislative Breakfasts and other advocacy activities that Metrowest, MLA, and member libraries will offer throughout the year as ways to reach out to legislators. The November 2004 Council Meeting Minutes were approved. Tom Viti, Treasurer, provided an overview of the FY2007 Plan of Service, and a detailed presentation on the FY2007 budget. The budget is very tight with the significant increase in delivery costs. In fact, if the regions do not receive an increase in the FY2007 budget, Metrowest will be unable to fund its' usual databases. Given that database access is one of Metrowest's most popular services for all members, this could be a major challenge. Laura Walters, Past-President presented the Executive Board Slate for 2006. Paula Polk, Past-President; Leslie Schoenherr, President; Cathy Lee, Treasurer; Dee Magnoni, Assistant Treasurer; and Bobbie Myles, Clerk. Linda Hom joins the Board as a Director representing Special Libraries. Leaving the Board are Laura Walters, Carol Ewing, and Judith Jackson. We thank them for their active involvement in Metrowest. Paul Kissman, MBLC liaison to Metrowest gave highlights of MBLC activities since the last Council meeting, including the award of two grants from the Bill and Melinda Gates Foundation, and increases in the FY2006 budget that allowed for additional funding of the library networks, statewide databases, and regional delivery.

Paula Polk discussed the ongoing challenge of delivery, including the tremendous amount of time that has been spent by a variety of people on delivery since the summer. The MBLC is appointing a Task Force to investigate delivery issues statewide. The Task Force will look at Best Practices and other topics with the goal of improving delivery. Beth Gallaway and Rita Gavelis gave a brief overview of several of the virtual professional development and other training sessions they have developed. Some of these opportunities grew out of brainstorming at last year's Council of Members Meeting. Drawings for door prizes ended the meeting.

Metrowest Services are provided through state funds administered by
Massachusetts Board of Library Commissioners



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Delivery

by
Judy Zomer

The last few months have been challenging and interesting in the unfolding drama that is delivery.

On September 23rd a Delivery Summit was held at Tower Hill Botanical Gardens in Boylston, MA, attended by members of the library community involved in delivery in both managerial and administrative capacities. Attendees included MBLC staff, representatives from all regional library systems, library networks, and outside speakers. What is clear from discussions is the explosive growth of delivery, not only within our state, but also for libraries everywhere. The cost of keeping up with the demands of this vital service, in terms of finances and people power, is a challenge. Finding new and creative ways to fulfill

this need is front and center on the agenda. The MBLC is forming a task force to examine the issue and to develop new approaches and recommendations for delivery statewide.

As many of you are aware, at the end of August, Eastern Connection, in Woburn, MA, assumed deliveries for the Metrowest and Northeast Regions. The new company inherited a considerable backlog of unsorted materials from CD&L. In order to deal with the backlog, the Executive Committee of the Minuteman Library Network made a decision to temporarily suspend requests for audiobooks and other AV materials, in order to reduce delivery volume until the situation stabilized. As the public became aware of the new restrictions quite a bit of publicity was generated. While not the most desirable way to inform library users about the vital role Metrowest plays as the provider of regional

delivery services, it was one way to shine a light on this valuable service. Delivery has become increasingly important to libraries and patrons and more and more resources are needed to provide this service.

In October all libraries receiving delivery from the Metrowest Region participated in the bi-annual delivery survey. Due to the fact that AV materials were still being restricted the numbers reported in this survey are down considerably from the survey conducted in April. While it is difficult to project with absolute certainty what the numbers would have been with the inclusion of AV materials, it is safe to say that the delivery continues to increase.

Metrowest will continue to work with libraries and our vendor to provide the best possible service. Please contact the regional office with any concerns about delivery.

Continuing Education Snow Policy

With the approach of winter a reminder of Metrowest's snow policy is in order. In the event of inclement weather, continuing education classes will be cancelled and rescheduled if possible.

Metrowest follows the Waltham Public School System in determining cancellations. If Waltham cancels classes then our class at Metrowest will also be cancelled. In case of delays, classes will be held as usual.



Share Your Success Stories

Forever Free
at the Tisch Library,
Tufts University

by
Stephanie St. Laurence

In 2002, Tisch Library seized the opportunity to author a grant to host a traveling exhibition at Tufts University. Just two weeks before the deadline, three Tisch staff members rallied to meet the stringent community outreach requirements stipulated in the application criteria. Within a matter of days, endorsements were amassed not only from Tufts faculty and administrators, but from local city officials, historians, school systems, regional library networks, and youth groups as well.

Gratified by this initial outpouring of response to the exhibition, we were at once elated and disappointed to be selected as the only Massachusetts host site, then told we must delay our gratification until fall 2005 when *Forever Free: Abraham Lincoln's Journey to Emancipation* would arrive at our door. Colleagues Abigail Al-Doory, Beverly Gobel and I were appointed as a three-person Lincoln Steering Team, charged with developing exhibition-related programming and raising the funds to finance our proposed lineup.

The lead time afforded us the opportunity to expand upon our original concepts, but with this expansion came the need for additional funds. The June Library Leadership Institute came along at a time when our plans were ambitious and our bank account fell short of our budget. The Institute inspired me to test limits and adopt creative approaches to problem-solving in

order to quickly raise the additional funds necessary for our full programming plans to come to fruition.

Vendors and private donors came to the rescue and by partnering with Sunny Vandermark of Metrowest Massachusetts Regional Library System, Dan Cogan-Drew and ProjectLOCAL, the Tisch staff was able to offer library workshops serving teachers and library staff from as far away as Millis, Hollis, Barnstable, Chelmsford and Saugus. This scope far exceeded our hope to reach communities contiguous to Tufts' Medford/Somerville campus. All events including lectures, concerts, re-enactments and more were offered free of charge to the general public though December 2, 2005.

For more information on exhibit programming, including resources for classroom units and bibliographies, please visit <http://www.library.tufts.edu/tisch/exhibits/lincoln>.

Pizza Tales! at Loker School, Wayland

by
Mary Ann Svenning

Every year for the past five years, I have worked with the PTO on a combined family pizza supper and storytelling event. We call the night, "Pizza Tales!" and schedule it around Children's Book Week as a celebration of story. We have been fortunate to have had some of the finest storytellers around: Judith Black, Derek Burrows, and Leeny Del Semonds. The program offers partnership opportunities; one year April Mazza at the Wayland Public Library helped with the "Pizza Tales!" by doing read-alouds for the children in between pizza and the performance. The children's room staff at the public library are regulars at the annual Children's Book Week Guest Reader program (which is closely linked with "Pizza Tales!") and will be with us again this year. Children's Book Week runs annually during the second week of November.

Database Tips

by
Beth Gallaway

PowerSearch is the new and improved interface of InfoTrac, the periodical, reference and primary source databases from Gale/Thomson. Here are some PowerSearch tips:

- Click "More Databases" in the top right corner to view the full list of databases and select multiple databases to search.
- When searching by publication, you can select an individual issue. Magazines like *Time* often list a "Cover Description" citation that includes the cover's headlines, making it easier to track a particular issue useful for patrons who can only remember what the cover looked like!
- Click on "Title list" to view contents of each database.
- Although the entry field doesn't correct spelling, there is a dictionary – access Merriam-Webster's Collegiate Dictionary by clicking on the "Dictionary" link at the top of the screen. As always, use the navigation buttons on the page (not the ones on your browser) to move back, forward, print, etc.



Katherine Dibble Appointed as MBLC Commissioner

Katherine Dibble has been appointed by Governor Mitt Romney to the nine-member Massachusetts Board of Library Commissioners. Her term runs through June of 2008 and she replaces former Commissioner Michèle Mann of Beverly who resigned in July.

"I have spent my working life in libraries and my non-working life using libraries," says Dibble. "Massachusetts is fortunate to have strong libraries but there is always more that can be done to ensure that excellent library service is available to all residents in all kinds of libraries, and I am pleased to have the opportunity to be able to help."

Dibble has had a long career in libraries with the Boston Public Library where she began in 1966 at the Hyde Park Branch.

Through the years she worked as an adult, library loan and research librarian. Most recently she was the Director of Public Services from 1999 to 2003 when she retired. Among her professional memberships are the American Library Association and Association of College and Research Libraries. She has also served as President and other capacities with the Boston Chapter of the Women's National Books Association, as well as a Trustee of the French Library and Cultural Center in Boston, and is currently a Board Member of the Boston Women's Heritage Trail.

Meet the Authors @ the Bedford Public Library

by
Beth Gallaway

Please join us at the Bedford Free Public Library to meet new local authors and illustrators in the children's and young adult

publishing world! Panelists include:

- Carolyn Cinami DeCristofano, *Big Bang!: The Tongue-Tickling Tale of a Speck That Became Spectacular*
- Mark Peter Hughes, *I Am the Wallpaper: A Zen Romance*
- John Lechner, *A Froggy Fable*
- David Yoo, *Girls for Breakfast*

Our program begins with registration and refreshments at 3:30 PM. The first author speaks at 4:00 PM. Get to know our panelists in brief breakout sessions before a book signing session. The Concord Bookshop will be on hand to sell books - check, credit card or exact change is preferred.

Please note this is a Metrowest continuing education workshop for member librarians - NOT a program for patrons! Register online at <http://www.mmrls.org/decform.htm>.

What's Happening @ YOUR Library?

by
Carol Shilakowksy

Metrowest has a large number of school libraries in our membership and our LSTA materials were designed to help school librarians advertise the value of their library as a classroom.

Patsy Divver, Library Teacher at Millis MS/HS Library, shared some of her techniques to get the word out. "I'm using those flippy charts as well as "Your Library" stickers (@ your library static clings) in a number of ways and add other materials, too."

Some of Patsy's promotions included having the materials available on a table in the library as handouts during Parent Open House, and distributing materials to all fifth graders in their Library Orientation class. She had the Millis High School principal give them out at the High School Open House, and used them for the eighth grade open house, as well.

Also, during staff development sessions, Patsy promotes the Metrowest Regional concept and mission to the Middle School / High School teachers, talking about our databases and the MBLC in a PowerPoint presentation, while distributing grant materials to promote library services.

Youth Services News

by
Beth Gallaway

Youth Services Grant Opportunities

For those of you who missed our AWESOME program on getting grants, the handouts are posted online at <http://www.mmrls.org/materials/hereagrant.htm>.

There are a several grant opportunities with rapidly approaching deadlines. Keep an eye on the Metrowest news blog at <http://metrowestnews.blog-city.com>.

LSTA/MBLC Grants: Letters of Intent due 12/8/05. <http://mblc.state.ma.us/grants/>

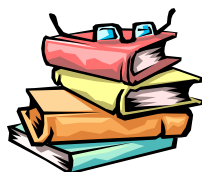
YALSA awards 12/1/05. <http://www.ala.org/yalsa>

The Christian Science Monitor's Poetry Contest 12/2/05. <http://www.csmonitor.com>

Laura Bush Foundation 12/30/05
<http://www.bushfoundation.org>

National School Library Media Program of the Year (NSLMPY) Award 1/2/06. <http://www.ala.org>

Oprah's Angel Network Book Club Award Deadline: TBA. <http://www.ala.org/yalsa>



Going Places @ your library wrapup!

Thanks to the libraries who completed the 2005 evaluation form and reported statistics. Across the state, participation was up

from 115,631 in 2004 to 141,922 in 2005! In the Metrowest region, participation increased from 16,345 to 22,775. Congratulations!

Thanks to everyone who took the time to complete the lengthy evaluation form! This is the first time the MRLS has collected data in this way, and we appreciate both your patience and your stories. Next year will be more streamlined, with more check-off boxes and less write-in options.

Comments on the evaluations regarding the movie ads and JanWay products were sent to the Massachusetts Board of Library Commissioners and JanWay Company, respectively. We do listen to your comments! You'll notice that water bottles and stickers are incentives for our 2006 program. There were no comments on the Metrowest coupons – we went from zero last year to ten this year. I am assuming no news is good news, and you were all delighted.

If you did not collect statistics for summer reading, it's not too soon to start! Statistics are the number one way to advocate for more resources for the childrens and young adult departments, are required for the ARIS report, and will help us track our progress to our statewide goal of 200,000 participants. Watch for our statistics workshop in May 2006 – just in time for next year's program.

A final reminder – the time period for fair use of the Going Places artwork has expired. Please remove all clipart images from your websites and dispose of all coupons from the 2005 program. Thank you!

What's Buzzin' at your library!

As winter approaches, it's not too early to start thinking about the 2006 Statewide Summer Reading Program! The 2006 theme, "What's Buzzin' at your library" is a product of the JanWay corporation. The program fits the "nature" theme that was selected by the Summer Reading Program Steering committee in 2003. Benefits to purchasing a package program include:

- one vendor for artwork, paper products and incentives
- three styles of full-color reading logs
- clipart on CD (no passwords!)
- a separate teen component called "Tune In at your library"
- online ordering forms
- materials made available to all member libraries at our discounted rate
- custom t-shirts

MA libraries that missed the deadline for paper products can now purchase materials at the low rate offered to MRLS. Visit <http://www.janway.com/ma06-srp.htm>.

The deadline for incentives is **FEBRUARY 3, 2006**. Materials ship to individual libraries the week of April 3, 2006. Metrowest and other MRLS members are eligible to purchase these incentives at the discounted rate.

If you do not receive an order confirmation or receive the incorrect materials, please contact JanWay right away! Our sales representative, Bonnie Campbell, is very responsive, but only if she is made aware of the problem. As always, keep Beth Gallaway in the loop about any problems that arise.





From the Regional Reference Service at the Newton Free Library

by
Elinor Hernon

Continuing on as your regional reference library, Newton was pleased to host more orientation and tour sessions for Metrowest librarians in October. If you still haven't joined us for one of these opportunities to share information about regional reference services, we plan to have another one in the spring. The continuing education classes on travel resources which were led by Newton reference librarian, Kate May, were well attended and have been popular with the public as well. Watch the Metrowest calendar for more of these classes in the future.



Recovering Lost Files

by
Rita Gavelis

Don't you just hate it when your computer crashes while you were in the middle of writing an important report? Have you ever accidentally deleted a file? All is not lost.

My karate instructor once told me, the first lesson of karate is to never be in a place where you have to know karate. Smart guy,

my Sensei. The same can be said for computers. Never use a PC that you know is having problems.

Ok. After you take that first preventative measure, the next thing to do is close all the applications currently running on your computer, i.e. if you have your email, five different Internet Explorer windows, the circulation module of your network database, an Excel file, and iTunes open, you may want to close one, two, or all of them. This will lighten the load on your computer and lower the probability of a crash.

You should also get into the habit of periodically saving the document while you work on it. If you have been doing this, the recovery after a crash is easier. There is nothing worse than spending hours writing a multi-page report only to have to recreate it from scratch because your PC died. Saving the document after every page or two is a good start.

If you were on a roll and did not save your work before the crash, be sure to immediately start the retrieval process. Don't wait. The first place to look is in the Recycling Bin. If you are lucky, the file is still there. Simply open the recycling bin, right click on the desired file, and choose "Restore". This will return the file back to its original folder.

Another place to look for lost files is in the back-up tape you or your IT person created. What? You don't have a backup? It is a good idea to schedule regular backups of all important files. This can be done through the system tools provided with your PC. You will find these tools in "Start", "Programs", "Accessories", then "System Tools".

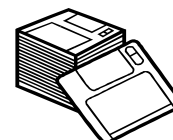
The Backup Wizard will help you through the process. You can also back up an individual file on a floppy or a CD and keep it in a safe place. Make sure the "safe place" is also a memorable place. There's nothing more frustrating than creating a backup and having no idea where that backup is.

If your PC crashed before the file was backed up, you may still be able to recover the file. You will need some software to do it, however. "File Recover" by PC Tools Software, "Recover Lost Data" by Stompsoft, and "Norton GoBack" are just a few examples of recovery software available for under \$50.00.

If you want to test out some free software, go to <http://www.handyrecovery.com>. "Handy Recovery" allows you to download a free 30 day trial, which will allow you to recover 1 file a day. It is a great way to familiarize yourself with the recovery process.

These are just a few examples of the many, many products available to you for software recovery. You should always shop around for the software that best suits your needs. Check some of the PC magazines for reviews or post a question to some of the IT listservs out there.

Hopefully, following the steps mentioned above will keep you from spending a great deal of time recreating lost documents. Preventing a computer from crashing is nearly impossible. You can, however take steps to minimize damage. Good luck!



Online Continuing Education and Virtual Workshops

by
Beth Gallaway

At last year's annual meeting we heard that members want flexible continuing education options, including onsite workshops and online continuing education, to meet the needs of staff that can't get out of their buildings. You asked, we delivered! Metrowest offered a two part, six week class on video games in July/August 2005, using Google Groups to facilitate discussions centered around readings and gameplay. Participants did reading and activities at their convenience, then posted responses to questions via an email listserv or bulletin board. We will offer other workshops in this format in the future.

We began podcasting in September 2005. Podcasting is act of creating downloadable audio content (lecture, music, radio-style talk show, etc.) storing it on the Internet, and accessible through a subscription – an RSS feed with an audio file attachment. Podcasts are often periodic, just like a regular radio

show. Metrowest has a weekly podcast that lists continuing education offerings. Visit our blog at <http://www.metrowestnews.blog-city.com> to listen to streaming audio or download an MP3 file that details the current week's course offerings.

We have also experimented with recording our continuing education workshops and posting them to our website. Some sessions have worked better than others! Visit the "Selected Workshop Materials" page at <http://www.mmrls.org/materials/materials.html>. You'll see a list of workshop titles—look for the classes that say "podcast." Several titles are links to a page that works as a virtual training program for the workshop topic:

- "Lapsit Success!" consists of three short audio lectures, complete workshop handouts, and a list of resources, including hyperlinks to online articles.
- "Here A Grant" contains a powerpoint, numerous grant resources, an exercise, and information about Metrowest's current LSTA grant for an After School Storytelling club.
- "What's a Wiki?" consists of a two one-hour lecture segments,

a Powerpoint presentation, and a short glossary.

- "Evaluating Materials" for Native Americans has notes and handouts.
- "Hacking Google" has a Powerpoint and handouts.

In October 2005, we hosted our first real-time virtual workshop, **Quick Picks Reading for Teens** with Linda Braun. Using Gizmo, a free Internet telephony program, we dialed into a conference call. We used JYBE, free co-browsing software, to allow Linda to control the image we saw on our computer desktops. Members can view Linda's presentation in the Online Tutorials section of the continuing education page (call if you need the required password). Last but not least, we now have an online evaluation form for Metrowest continuing education workshops.

In January, we will begin offering a series of real time chats, and plans for video recording of programs are in progress.



From The Book Shelf

by
Carol Shilakowsky

The budget for FY2006 has all but eliminated our ability to purchase many new books for our Professional Collection, but we still have a variety of useful books that enhance information gathered in our classes and workshops. Upcoming workshops in December will help your understanding of Dreamweaver, Firefox, Photoshop Elements, and the maintenance of your computer systems. Below are some books that will continue your education in the technological fields, and a few that address another of our priorities, Children and YA Services:

Honnold, RoseMary. *More Teen Programs That Work* (Teens @ The Library). Neal-Schuman: 2005. ALSO in that series: *Teen Book Discussion Groups*, by Constance Dickerson: 2004.

Hester, Nolan. *Creating a Web Page in Dreamweaver* (Visual Quick Project). Peachpit Press: 2005.

Rose, Carla. (Teach Yourself) *Adobe Photoshop Elements 2 in 24 Hours*. Sams: 2003. ALSO, in the same series: *iMovie and iDVD in 24 Hours* by Todd Kelsey: 2003.



Metrowest Continuing Ed Courses December 2005 CE Calendar

**All courses listed below, unless indicated otherwise, are held at:
Metrowest Massachusetts Regional Library System
135 Beaver Street, Waltham, MA 02452**

<u>DATE</u>	<u>COURSE</u>	<u>TIME</u>
December 5	Photoshop Elements for the Web - Hands on Workshop	9:30am-4:00pm
December 7	Hacking Google - Hands on Workshop	9:30am-12:30pm
December 7	Meet the Authors @ the Bedford Free Public Library	3:30pm-6:30pm
December 12	Booktalking with Maureen Hardin @ Woburn High School	4:00pm-6:00pm
December 13	PC Troubleshooting Basics Discussion	9:30am-11:30am
December 15	Blogging - Hands on Workshop	1:30pm-4:30pm
December 16	Invest Wisely...Read! Financial Literacy Program for Teens	10:00am-12:00pm
December 19	Power Search @ Mitre Corp. (Bedford) - Hands on Workshop	9:30am-12:00pm
December 19	PowerSearch @ Watertown High School - Hands on Workshop	3:30pm-5:30pm
December 20	Introduction to Dreamweaver - Hands on Workshop	9:30am-12:30pm
December 21	Exploring Firefox - Hands on Workshop	9:30am-12:00pm
December 22	PowerSearch @ Lasell College, Newton - Hands on Workshop	9:30am-11:30am
December 22	PowerSearch @ Mitre Corp. (Bedford) - Hands on Workshop	1:30pm-4:00pm
December 27	Basic PC Maintenance - Hands on Workshop	1:00pm-4:00pm
December 28	Li-Blog-ary: Blogging for Library Teachers - Hands on Workshop	9:30am-12:30pm
December 29	Picture it! Using Picture Books with Middle School Students	1:30am-3:30pm

******* PLEASE ROUTE THIS NEWSLETTER TO YOUR LIBRARY STAFF - THANK YOU *******

Metrowest Massachusetts Regional Library System

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