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Connections

Merrimack Valley Library Consortium, Inc.



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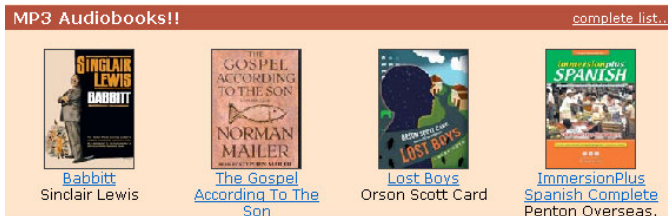
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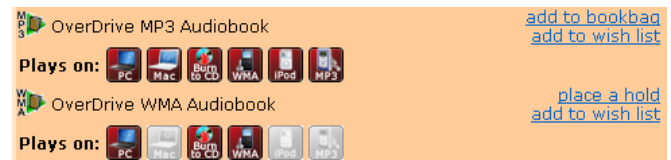
The End Is Near...

...of PC-only format accessibility in our OverDrive audio books, that is. OverDrive has upgraded our web site to handle the iPod/Mac compatible MP3 format! On December 1 our MVLC OverDrive web site started displaying MP3 titles that are now available for download. The process for finding, checking-out, and downloading an MP3 title is very similar to that of an original WMA title. Here are four points where it will look/feel a little different., however:

1. There is a new row of titles on the main page that is exclusively in the MP3 format. Mac or iPod users who want to browse titles will find the “complete list” link at the end of this row to be very useful.



2. To help distinguish between the two formats, OverDrive has built in some visual cues to show the format (WMA or MP3), platform/device compatibility (PC, Mac, or iPod), and CD burnability (yes or no).



3. Users of the MP3 format will need to make sure that they have the latest version of the OverDrive Media Console properly installed on their computer. There is a Mac version, and there is a PC version. Here are the system requirements for each version:

System Requirements for OverDrive Media Console for Mac

- Intel or PowerPC processor
- Mac OS 10.4.9 (or newer)
- iTunes v7.6.2.9 (or newer) and QuickTime v7.4.5 (or newer)

System Requirements for OverDrive Media Console for Windows

- 233 MHz (or faster) processor
- Windows Vista , Windows XP, Windows ME, Windows 2000, Windows 98SE
- Microsoft Internet Explorer 5.01 (or newer)
- Windows Media Player 9 Series (or newer)

4. As you check-out and download an MP3 you will find that it uses almost the same process as a

WMA except for the “Library Download Service Terms of Use for MP3 Titles” screen (an acceptable use policy).

Library Download Service Terms of Use for MP3 Titles

The title(s) and file(s) in MP3 format (“Content”) you have selected to download are licensed to your Library under an agreement with OverDrive, Inc. who is authorized to supply the Library with the Content by publishers and other copyright holders. Prior to accessing the Content, you are required to accept and agree to be bound to the Terms of Use as described below.

Please read the following carefully and click ‘Yes’ to accept to continue for access to the titles or ‘No’ to decline should you not agree.

1. I agree to be bound by the applicable laws that apply to my use of the Content and the library download media service (“Service”). I acknowledge that the Content embodies the intellectual property of a third party and is protected by law. All rights, titles, and interest in the Content are reserved, and I do not acquire any ownership rights in the Content as a result of downloading Content.
2. I will only use the Content for my own personal, non-commercial use. I will not, perform, sell, distribute, transmit, assign, sell, broadcast, rent, share, lend, modify, adapt, edit, sub-license, or otherwise transfer the Content.
3. The license granted to me to use the Content is for a one-time limited right to borrow the Content for a specific, library designated, limited duration (“Lending Period”). I agree and acknowledge that at the end of the Lending Period all rights to access the Content expire and terminate.
4. At the end of the Lending Period, I will delete and/or destroy any and all copies of the Content, including any copies that may have been transferred to, or created on portable devices, storage media, removable drives, CDs & DVDs.
5. I acknowledge that the library is providing access to the Content as a service to me so long as I and other users of this Service abide by these Terms of Use. In the event the library, OverDrive, or rights holder determine you or other users of this Service are violating these Terms of Use, the Library and/or OverDrive reserves the right to suspend or terminate your ability to use the Service and to borrow Content.

Click ‘Yes’ to indicate that you agree to these terms and to proceed to checkout.

Click ‘No’ to indicate that you do not agree to these terms. You will be directed back to your backpack where you can remove MP3 title(s) should you want to check out titles in other formats.

This policy is meant to provide a degree of security and copyright protection for the publishers.

We do have 200 titles in the MP3 format. There are a broad variety of genres and subjects available, and we will continue to build the mp3 collection in each month’s OverDrive purchase. There are more “classics” than “hot titles” available in MP3 at this time; however, as the pop title publishers become more comfortable with mp3 access to more titles in the market should evolve.

Foreign language is currently a strength in the mp3 titles. We were able to purchase 50 foreign language instruction titles in mp3. This will really help fill the void left by the departure of Rosetta Stone. There are titles for ESL English, ESL Accent reduction, Spanish, French, Italian, German, Brazilian Portuguese, Greek, Korean, Chinese, Japanese, Russian, Arabic, and Polish.

You are welcome to begin the PR process whenever is appropriate for your library. It may be effective to begin pushing the MP3’s around mid-

month to have an impact over the holidays. There will soon be poster and bookmark templates as well as press release and public service announcement information available. The location of these materials will be announced on the MVLC General list.

Finally, one bit of education that should go along with the PR is that, given a choice between MP3 and WMA titles, a PC user should select the WMA title so that the “universal” format is available to those who really need to use it. This new beginning with MP3 titles should make many people happy over the holidays. Enjoy!

—Tracy Swaim

Social Security/Driver’s License Numbers to be Removed From Database

In October, the Executive Committee approved removing all Social Security and drivers license data from patron records in order to comply with the new Standards for the Protection of Personal Information of Residents of the Commonwealth (M.G.L. Chapter 93H, 201 CMR 17.00), which goes into effect January 1, 2009. This new law establishes standards for the protection of personal data in electronic databases, requiring safeguarding wherever there’s a link between an individual’s name and a social security number, driver’s license number, or number from any other type of government issued ID. Interestingly, public agencies (such as libraries) appear to be exempt from the provisions of the law, but private corporations – such as MVLC – are covered, and as the data is physically stored at MVLC, the consortium needs to comply. These are essentially two routes to compliance. We could either spend a good deal of money and staff time setting up and maintaining systems to protect the data, or we could simply eliminate it from the database. As only a handful of libraries collect (or have in the past collected this data), and few seem to currently use it, the easiest route, and the one chosen by

Executive, is to eliminate this data from the SS/Other ID field, Second ID field and Notes field of the patron record and then to have a policy in place to no longer collect this data as part of the patron registration process.

Before deleting the data we plan on exporting it and providing every library that wants the data, a spreadsheet containing the patron's name and the data included in those fields. This data could then be held (and/or maintained) locally.

November Training

Register for any of these sessions by contacting Tracy Swaim (978-557-5487, tswaim@mvlc.org)

Orientation to Circulation - Covers the basics of circulation including borrower maintenance, check-out, check-in, searching, and requests as well as a discussion of what it takes to make circulation work efficiently in a consortial setting. Hands-on at MVLC's Central Site training room. Limited to 6 attendees. *Friday, December 5, 9:30-noon*

Practical Excel - This class will introduce you to some of the most useful techniques for creating and developing spreadsheets in Microsoft Excel 2003. We will build a realistic library spreadsheet that will include both basic and advanced concepts such as formatting, formulas, sorting, charts, if-then statements, conditional formatting, and printing tips. Class will be geared toward the beginner; however, the more seasoned users will find some new and surprising information, too. Hands-on at MVLC's Central Site training room. Limited to 6 attendees. *Thursday, December 11, 1:30 - 3:30 pm OR Friday, December 12 at 9:30 - 11:30 am.*

Cataloging Training

Register for the Cataloging sessions by contacting Laurie Kulik (978-557-8204, lkulik@mvlc.org)

Serials Control (Linking) - New & Updated - In previous multi-volume records, bibliographical records were comprised of the master, link and item tiers. With the updates in Authorities Control, there is no longer a need for linking. Serials Control is now comprised of copy or single records that will need specific editing for each one. Also learn how to search copies to speed up your workflow. Periodicals, encyclopedias, and TV series are all examples of copy records. Formats included are books, periodicals and DVDs with on-hand examples. *Tuesday, December 2nd, 9:30 AM* Limited to 8 attendees per session.

PREREQUISITE: MARC Cataloging

MARC Cataloging - New & Updated - For all new Catalogers and for those who need a refresher: Learn the terminology of a MARC record and how to input a brief workform (Bib Record) for on order books and paperbacks as well as items in hand. Then learn how to create and add item records for each Bib. Example adult and juvenile books will be supplied. *Wednesday, December 5th, 9:30 AM* Limited to 8 attendees per session.

Authorities- New & Updated - Authorities Control has been totally revamped with the implementation of the Backstage Authorities project. Backstage will also do quarterly maintenance so it is more important to use existing Authorities and create new ones carefully. Examples will include what 'tags' are specifically Authorities and how to identify them. *Thursday, December 18, 9:30-12.* Limited to 8 attendees per session.

PREREQUISITE: MARC Cataloging

A-V Cataloging – Updated - Audiovisual Cataloging has been streamlined to include new hints for entering sound recordings and Video recordings. Sound recordings will concentrate on musical and book compact discs and also audiocassettes, which are still used, particularly in children's music and books. *Monday, December 22nd, 9:30 AM* Limited to 8 attendees per session.

PREREQUISITE: MARC Cataloging

MVLC CALENDAR

December 2008

Monday	Tuesday	Wednesday	Thursday	Friday
1 	2 Serials Linking MVLC - 9:30 AM	3	4 Reference Committee North Andover – 10:00 AM	5 Circulation Training MVLC Central Site 9:30 AM
8	9	10 Marc Cataloging 9:30 AM MVLC Central Site <i>New & Updated</i>	11 Practical Excel MVLC Central Site 1:30 PM	12 Practical Excel MVLC Central Site 9:30 AM
15	16 Executive Committee Central Site - 2:00 PM	17	18 Authorities 9:30 AM MVLC Central Site <i>New & Updated!</i>	19
22 AV Cataloging 9:30 AM MVLC Central Site	23	24	25  Christmas Day	26
29	30	31  New Year's Eve		