

Member Update - December 2017



Executive Board December Activities

The Board welcomed three newly elected members at the December 11 Orientation meeting. Welcome to: Melinda Webster Loof, Bowman School (Lexington), Tina McAndrew, Westborough Public Library, and Becky Plimpton, Joshua Hyde Public Library (Sturbridge). We bid farewell to two, founding Board members Betty Johnson, Griswold Memorial Library (Colrain) and Patrick Marshall, Jonathan Bourne Library (Bourne) after eight years of services.

In other action, the Board approved a recommendation from the Delivery RFP Task Force to open negotiations with the top vendor and two recommendations on Staff Training Requests and CE Attendance Policy (see below).

The Board held a lengthy discussion on the needs of small libraries and was joined by guest, Joe Rodio, South Hadley Public Library and Western Mass. Library Advocates (WMLA). An important topic was the current MLS practice of providing direct facilitation assistance in support of strategic planning one time per library. While training and other consulting support are available on an ongoing basis to libraries during the strategic planning process, MLS Leadership said that consulting resources are not sufficient to expand the facilitation service without reducing services in other areas. Representatives of WMLA asked MLS to reconsider this policy. A brief discussion of alternative methods to support meeting facilitation ensued. A recommendation to approve this policy official was tabled. The Executive Board and Leadership Team welcome your comments on this issue, please send them to greg@masslibsystem.org or join us at a listening tour stop in Jan/Feb 2018 to share your thoughts and ideas to meet this need.

Listening Tour 2018 Q1

We're planning 10 listening tour stops in early 2018 (see locations/dates below). The events are planned to cover statewide geography as well as at least one in the territory of each network. Several communities are on mass transit lines.

Agenda

- MLS Update
- Opportunities for collaboration/co-creation, including MLS development efforts.
- Demonstrating the value of libraries (communications, advocacy, assessment)
- Other topics of local interest.

[CLICK to REGISTER](#)

Dates/Locations

1/9 - Pittsfield	1/16 – Arlington	2/20 – Norwood
1/10 - Sunderland	1/17 – Milton	2/21 - MLS-Marlborough
1/11 - Westford	1/18 - Eastham	

1/12 – Beverly	1/19 – Taunton	
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Library Staff Training Policy

MLS staff is happy to work with you to provide onsite training at your library when appropriate, in addition to the hundreds of scheduled training events and webinars hosted by MLS each year. We will make every effort to support your in-service staff training needs. Not every request/topic is something we can cover. We may recommend other methods of securing an appropriate trainer. MLS is pleased to offer this service at no cost to our members.

MLS serves more than 1,600 libraries of all types in Massachusetts. We ask that you consider the following when requesting training:

1. MLS staff normally plan their calendars 4 months in advance. We encourage you to plan in advance to identify mutually agreeable dates (four months ahead is optimal, however, we will do our best to accommodate all requests).
2. Libraries willing to open their training events to other library staff will receive priority.
3. Please discuss topics with MLS staff; we are happy to discuss your ideas. Not every request/topic is something we can cover. We may also recommend other methods of securing an appropriate trainer.
4. Our standard attendance minimum is eight, however, fewer attendees are required for small libraries.
5. Libraries that have not requested training in the last year will be given priority for trainings.

A link to accept library applications will be posted next month.

MLS Continuing Education Attendance Policy

MLS is pleased to offer year-round workshops and learning opportunities to our members. Offerings are hosted in person as well as online. Topics and locations are planned with our members and staff in mind, as well as our staffing and budget levels.

MLS member library staff and members of their governing boards, such as Trustees, receive priority for attendance at continuing education events. Those who are closely affiliated with a library, but are not on the library staff may register and attend with authorization of the library director.

For most offerings, if seats remain unfilled, they become available free of charge to nonmembers in this priority order:

- BiblioTemps® who are currently working in temporary placements.
- Staff working in MLS partner organizations, such as library networks, professional associations, and organizations.
- Students enrolled in a graduate school of library and information science.
- Massachusetts library staff who are employed at a non-member library, currently unemployed or retired.

In some cases, library staff working in states outside MA may be invited to attend our workshops.

Training for which MLS pays per participant is not included in the nonmember offer. Examples are courses from Lyrasis or Lynda.com.

Workshops may be canceled due to low registration. Participants will be notified a week in advance and a cancellation notice will be added to the MLS calendar.

No Show Policy

MLS class leaders incorporate many elements into their classes. In order for us to provide the best training possible, please let us know if you register for a class and are unable to attend. Multiple instances of not attending when registered may result in that person being waitlisted for future opportunities.

Basic Library Techniques

Basic Library Technique (BLT) classes are required for certification of libraries serving populations under 10,000 if their librarian does not have a Masters of Library Information Science. These staff members take priority for registration for BLT classes.

Independent Roundtables

MLS can assist members who wish to meet for discussion independently of MLS by posting their events on our website. Staff of a member library will be the contact person for independent roundtables. MLS staff members welcome invitations to independent roundtables, especially if their expertise is relevant. If MLS staff is important to the discussion, planners are asked to coordinate dates with MLS in advance.

Weather Cancellations

If bad weather is forecast and any MLS workshops are affected, MLS will announce workshop postponements, office closing and late openings by 7:30 am via the MLS website, social media, emails to registrants, and event calendar.

Any workshop postponement or office closing announcements will also be made to the MLS Announcement List and website by 7:30 am.

When MLS is unable to fulfill a request due to timing, topic, or other reason, we will work with you to identify alternative speakers for your training.

Summer Library Program

Massachusetts Libraries were incredibly active during the summer of 2017. A record high of 462,749 people attended programs held in 293 participating libraries across the Commonwealth. These public libraries offered over 18,000 programs for all ages during the summer months; an increase of approximately 1,400 programs from 2016. In 2017, 119,154 participants of all ages registered for Summer Library Programs, with 34,229 using Wandoo Reader, the statewide online tool offering registration and tracking reading from anywhere with Internet access...

Read the full press release: <http://www.masslibsystem.org/blog/2017/11/27/2017-summer-library-program-press-release/>

Visit our Summer Guide at <http://guides.masslibsystem.org/slp>

Institute for Database Engagement and Leadership

The IDEAL program is well underway. We have had two informative sessions with engaged and excited participants. Read on to learn more about the sessions so far.

Session 1: Getting Comfortable with your State wide Databases

In this session, Stacey Knibloe, Implementation and Training Consultant from Gale educated us on the wide range of Gale resources available. IDEAL participants spent significant time learning and understanding which resources to use when and for which particular audience. We also explored some of the new resources that are available to us such as the [InfoTrac Newstand](#) and [Small Business Resource Center](#). An interesting tidbit everyone learned is that [Biography in Context](#) resources has a loose definition of biographies. We found werewolves and bank robber as job occupations!

Session 2: Expanding the Reach of Your Statewide Databases

In our second session, participants delved into resources to explore some of the hidden gems of the Gale databases. The group uncovered letters to candidate Lincoln in [U.S History in Context](#) and viewpoint essays in both [World History in Context](#) and [Global Issues in Context](#). We also learned about Gale personas (like gardeners or small business owners) and discussed which resources would be most appealing to different groups of library users. Another interesting detail learned from this session is that there are science experiments in the [Science in Context](#) resource. This session was also lead by Stacey Knibloe.

There are three instructional sessions left:

Session 3: Digging Deeper with your Statewide Gale Resources

Session 4: A Crash Course in Social Media

Session 5: Marketing Campaign Basics and Crafting the Message

Keep an eye out for more updates to come!



Using the Search Feature

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IMPORTANT INFORMATION: Only eligible MHEC /MLS member entities are authorized to use the contract search features; Members must register to create a login at: <http://mhecprivate.azurewebsites.net>. *Currently we do not have a supplier login feature.*

The "Search" feature allows members to look up a supplier, a specific contract, brand or a particular product category. To expedite the search process, it is beneficial for members to become familiar with the MHEC contract portfolio. Having the MHEC contract number available before you begin your search will help you locate the information you need. A list of all available contracts can be found by clicking on the "Contracts" button located on our home page.

Steps to use the search feature (remember to log-in):

1. From the home page, select the "Search" button. This will bring you to the "Search The MHEC Database" page. From this page, you can begin your search.
2. Next you will select from one of the following options from the four drop down menus: Contract, Brand, Supplier or Product Category. You may begin your search from any of the drop down menus, however, if you know the contract number for the product or service you are interested in, it is helpful to select that contract first. By doing so the data will refine to the details for that specific contract.
3. If you want to know if a supplier is on a contract and what contract they are on, begin your search by locating and selecting the supplier from the "Supplier" drop down menu. Doing so, will refine the information. Now when you select the "contracts" drop down menu you will see what contract (s) this supplier is awarded on allowing you to choose the contract that suits your need.
4. Next select the "Brand" drop down menu to see a list of brands this supplier is on contract for. You may select a brand to refine the date further or just go ahead and view all their information by clicking "Results Tabular". The "Results Tabular" feature, produces a table with the suppliers brands, discounts, freight and other pertinent information.
5. To locate the contact for the supplier simply click on the supplier name link. This will bring you to another page where you can view all contact information for that particular supplier. Scroll up and down to view all contacts. Note: These are the main contacts who are assigned the MHEC contract.
6. To view the complete contract PDF, return to the search results page and click on the contract number. It may be beneficial to you to view the PDF as it contains a "contracts highlight" page which provides a snapshot of the contract. The main page of the PDF also provides you the MHEC Contract Managers name and contact information. This is helpful in the event questions arise.

7. Keyword Search Feature: This feature allows you to search using a keyword. It will find that particular keyword in wherever it is used in any contract.

- a. Begin at the "Search The MHEC Database" page
- b. Enter a **keyword in the Keyword box**
- c. Click: Results (Keyword Only) button

Example: If you search for "Chair", it will find all the instances of that word in ANY contract, supplier, brand or category field

SEARCH THE MHEC DATABASE

Use your Browser to SEARCH this page (Press CONTROL-F)


Select from any or all of the drop down lists below to narrow your search. You may also include a keyword in your search criteria.
In any search result, a supplier who has been SUSPENDED for a particular contract will be shown in RED

<p>Contracts: <input type="text"/></p> <p>Suppliers: <input type="text"/></p> <p>Brands: <input type="text"/></p> <p>Product Categories: <input type="text"/></p>	<p>Reports Available</p> <p>Search instructions</p> <p>View Suspended Supplier List</p> <p>View Dealer List</p> <p>View Merged Contract List</p>
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Keyword:

RESULTS (Tabular) will refine your search results by any keyword.
RESULTS (Keyword Only) ignores other selections and filters ONLY by keyword.

NEW SEARCH RESULTS (TABULAR) RESULTS (KEYWORD ONLY)



HELPFUL TIPS:

1. **To Start a New Search:** Select the "NEW SEARCH" button which will reset any drop down or keyword selections.
2. **Using Find Function:** Once the results are displayed, you may search the returned values by using your browser's search feature.
 - Press CONTROL-F and enter the desired search term.
 - Depending on what browser you use, your search term will be highlighted wherever it appears in the results.
3. **Web links in SEARCH RESULTS:**
 - Click on the Contract number to take you directly to the PDF contract.
 - Click on the Supplier Name to take to a page with the company, contact and contract terms, information for that supplier.