



## TAKING YOUR LIBRARY SERVICE TO A HIGHER LEVEL **POLARIS**

# News

## POLARIS TRAINING DATES

Polaris Training for member libraries has been scheduled and you are encouraged to register soon. Over 100 registrations were received in 5 days! Register by completing the registration form on YRL's website at: <http://www.yrl.ab.ca/toolkit/polaris.html>

The registration form lists all the session dates. Sessions are hosted by YRL HQ Librarians and last 1 day each, starting at 9:30 am and ending at 4:00 pm. Lunch will be provided. Most sessions will be held at YRL Headquarters in Spruce Grove. We have also arranged for sessions to be held in Hinton and Barrhead to make it easier for those in the North & Western areas of the region to attend.

Registration closes two days before each session.

Each session holds a maximum of ten people and will cover the basics of using Polaris. More advanced topics will be addressed in sessions held in the new year (details to be announced).

The website will indicate when sessions are full, so book soon! If you have questions, please call or email us. (See YRL contact information at the bottom of page 3.)

## POLARIS MARKETING TOOLKIT COMING

During your training day you will receive a marketing toolkit to assist you in telling your patrons about the changes in the new Polaris TRACpac. The toolkit will include a poster, bookmark, checklist, a press release, patron training outline, a patron brochure on using TRACpac, tips on how to run an open house and ideas on marketing and promoting the new Polaris system.



## A REMINDER...

A staff self evaluation form on using Windows was sent to your library. Each staff member should complete the form, and rate her/his Windows Operating Systems skills. For training please see *Microsoft Training Modules* on the YRL Database page <http://www.yrl.ab.ca/search/databases.html> under "Education".

## FAQS: FREQUENTLY ASKED QUESTIONS ABOUT THE POLARIS MIGRATION

**Q:** What do you mean by saying that libraries have to check in all items by December 30? We will be able to check out books on PC Reliance or a PC Reliance substitute from Jan . 2-7, won't we?

**YRL:** *PC Reliance*, (Dynix offline software) will be replaced with the Polaris off line software, called *Polaris Offline Client*. From January 2-7, 2009, you will be using *Polaris' Offline Client* to check out books.

The reason we asked you to have all your returned items checked in using Dynix by 6:00 p.m. on December 30, 2008 is that you **cannot check in** returned items with the Polaris offline client. Like *PC Reliance*, you can only **check out** books.

In addition, the data will be extracted from Dynix to Polaris on December 30, 2008 at 6:00 p.m. All items checked in before 6:00 p.m. on December 30 will be also checked-in in Polaris when we go live.

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**Q:** Do I have to recall all items from patrons to check them in before the deadline?

**YRL:** No, only the items that have been returned before the deadline.

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**Q:** Should I close my library the first week in January?

**YRL:** You have a number of options:

- You can remain open and work offline. Libraries CAN check out items using *Polaris Offline Client*.
  - Leave returned materials on carts or in bags.
  - Clearly label items that are not checked in.
  - Waive fines: extend due dates to January 16<sup>th</sup>
  - Ask customers not to return books during the Offline period.
- You can remain open, but closed to the public. This would provide an opportunity to complete work in the library that is difficult to do when the library is open, such as reorganizing your space, shelf reading, planning programs, organizing, etc.
- You can close your library. This simplifies circulation issues

After 6:00 p.m. December 30, 2008 libraries should NOT check anything in, place or fill holds, collect fines, shelve items or move materials between libraries.

**Libraries will be totally offline December 31, 2008 and January 1, 2009. We encourage you to close on those days. If you must remain open to the public, contact Rob Z. to make arrangements.**

## PREPARING FOR CHANGE

Change is nothing new !  
Heraclitus, a Greek philosopher who lived from 535 to 475 BC, had this to say about change: "All is flux [change]; nothing stays the same."

Change, even though it is a constant part of our lives, presents challenges. One of the things we have to cope with when learning new things is the challenge of information overload.

Looking ahead to the path of learning about Polaris and the changes it will bring, here are some suggestions to ease the journey:

- Focus on one thing at a time.
- Take a break every hour or so. Have a cup of tea or coffee.
- Adjust your "shoulds"--don't expect yourself to be an expert in every aspect of the new software at the beginning.
- Remember that the process of learning something well takes time.
- Use memory aids such as 'cheat sheets' and lists to help you remember.
- Schedule heavier learning for the times when your brain (and body!) are most productive
- Humor releases stress. Tell a joke or two.
- Talk to other people who are in the same boat -- there are lots of us!

## POLARIS WORKSTATION REQUIREMENTS

- In order to successfully run the Polaris Integrated Library System on the computers in your library, your computers need to meet the criteria given below.
- If you have any questions regarding your computer equipment or capability to support the Polaris System, please call Rob Zylstra at 780-962-2003, extension 233, or E-mail at [rzylstra@yrl.ab.ca](mailto:rzylstra@yrl.ab.ca)

### Technical Service/Staff Access Workstations/Patron Access Workstations

Operating System	Windows XP Professional / Vista Business
System Processor	1 GHz or better
System Memory	Vista Business: 2 GB minimum XP Pro: 1 GB
Hard Disk Requirements	10 GB
Video Requirements	SVGA Graphics Controller /4 MB Video Memory or better
Other	100 MB NIC Card
Monitor	17" (1024 x 768)

You can access Polaris on your MAC. The MAC must meet the following minimum requirements:

- Processor: Macintosh PowerPC
- Operating System: MAC OS X version 10.2.8 or later
- Memory: 128MB of RAM
- Hard disk: 10MB of available hard disk space required during connection.
- Network: High speed internet connection is required.

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### YELLOWHEAD REGIONAL LIBRARY