



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

News

IMPORTANT DATES

The following dates are firm, but if something unforeseen occurs, they may change. We will let you know.

September 5	Last day for orders for new materials.
Fall 2008	Basic training in Polaris for all libraries
November 1	No weeding after this date.
November 10	YRL Headquarters stops modifying existing bibliographic records. No edits of any kind will be possible.
Before December 31	Check in all materials

IMPACT ON LIBRARIES

Opportunities will be provided to library staff for training

Weeding and inventory projects must be completed before November 1.

In the meantime **YOU CAN:**

1. Inform your patrons of the change to Polaris from Dynix
2. Continue to check out materials
3. Continue to place holds.
4. Continue to add holdings to records

**From
January 1 to 7**

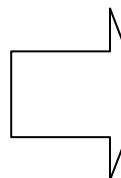
DO NOT:

- check in material
- move materials between libraries
- collect fines or fees
- place holds
- use Dynix: It will be shut down.

January 1

TRAC (www.tracpac.ab.ca) is offline.

The new Polaris TRACpac Will not be available until January 8, 2009.

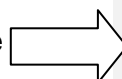


OPTIONS

- * You can close your library Jan. 1-7.
- * You can close your library to the public.
- * You can remain open & work offline.

January 2 – 8

NO van deliveries will be made



No interlibrary loans, orders, processed materials or other items will be available.

January 8

LIBRARIES GO LIVE ON POLARIS



January 12

Regular weekly van deliveries will resume.

Regular library services will resume.

MOVING TO POLARIS ---

- ✓ Patrons will be able to review their reading history
- ✓ User friendly Windows staff interface
- ✓ Modern look for your library's OPAC
- ✓ Library managers can know their collections better
- ✓ OPAC will display local library holdings first
- ✓ Easier weeding reports
- ✓ Easy collection status & patron reports

**WHAT CAN I DO NOW
TO PREPARE FOR THE
MOVE TO POLARIS?**

1

If you aren't already using a mouse, learn and practice mousing skills.

2

Learn about the *Windows* operating system.

(A checklist will be sent to your library in September for all library staff to check their familiarity with Windows.)

3

Learn about *Excel*. It will be used for many reports in Polaris.

4

Learn about *Windows Explorer*.

TRAC

(The Regional Automation Consortium) provides the automated catalogue for all libraries in Yellowhead and three other regional systems. The consortium is upgrading (or changing) to Polaris—a library automation system with a user friendly Windows interface similar to your computer at home or work. The completion date for the Polaris Project is January 2009.