



TAKING YOUR LIBRARY SERVICE TO A HIGHER LEVEL

POLARIS

News

POLARIS IS COMING!

As time goes on, the Polaris implementation date - January 8, 2009 - is coming closer and closer. Yellowhead Regional Library hosted training sessions for HQ staff from all four of the regional libraries in TRAC over a three-week period in September and October. Polaris trainers taught sessions in Acquisitions, Cataloguing, Circulation, OPAC and System Administration.

A YRL training team, made up of Technology Services Librarians and Training and Development Librarians, is working on training materials: videos and session handouts, which will be mounted on the YRL website closer to the training dates for your convenience. More about the [Polaris Migration](#) can be found on our website www.yrl.ab.ca under the Toolkit tab.

TRAINING TIPS

- During training, keep in mind that the Polaris ILS may affect the way you do your work in your library. After training, your library's staff might want to plan time to discuss any changes to your internal workflow.
- After completing your Polaris training, you will have access to the Training Database. All staff are strongly encouraged to practice using the system for at least half an hour a day to reinforce what was learned during the sessions.

WHAT ARE YOU DOING FROM JANUARY 2 TO 7?

The final pull of records from Dynix will take place at the end of December 2008. It will take about one week to load the data into Polaris. Neither Dynix nor Polaris will be available from December 30, 2008 at 6:00 p.m. to January 7, 2009. YRL support for offline circulation will begin on January 2. Libraries will be using the *Polaris Offline Client* to check out materials ONLY.

If your library is going to be open, here are some things to consider:

- **Communicate.** Tell your patrons what's happening at your library! For a poster and bookmark that explain your library closure, please see http://www.yrl.ab.ca/toolkit/polaris_getready.html on the YRL website.
- **Accommodate.** How do you plan to accommodate items returned to your library during this period? (Materials cannot be checked in until the Polaris migration is complete, on January 8/09.)
- **Regulate.** Libraries should not check in materials (because holds will be triggered), place or fill holds, shelve items, deliver or receive deliveries.

IMPORTANT POLARIS DATES

TRAINING DATES FOR YRL MEMBER LIBRARY STAFF

<i>Dates</i>	<i>Location/s</i>
November 13 & 14	YRL & Hinton
November 20 & 21	YRL
November 27 & 28	YRL
December 4 & 5	YRL & Barrhead

POLARIS DATA MIGRATION

November 1

- Headquarters staff will not delete or modify bibliographic records after November 1.

November 10

- Polaris will be pulling (taking) and processing TRAC's Authority Records. This will standardize author names and subject headings -- eliminating duplicate authors and simplifying subject searches. DHR will be turned off. Libraries can only delete holdings records using UHR.
- What this means for YRL libraries is that bibliographic records modified after November 10 will not be entered in Polaris. Any changes will be tracked and made in Polaris after January 8/09.

December 30, 2008 at 6:00 p.m. to January 1, 2009

- There is no online service at all.

January 2 – 7, 2009

- The final data load will be made of TRAC records into the Polaris Integrated Library system (ILS). Member libraries either close or use the *Polaris Offline Client* (offline software) to check out materials **only**.
- There is no van delivery during this time.

January 7 – 8

- YRL Technology Services staff will work with member libraries to upload the January 2-7 checkout files from the *Polaris Offline Client* prior to going live on Polaris.

January 8, 2009 Polaris goes live!

January 8 to March 9, 2009

- TRAC Teams will perform further functionality tests in consultation with libraries. Problems will be diagnosed and fixed. Adjustments will be made as needed.

March 11, 2009

- Polaris implementation ends; ongoing system support begins.

THE DYNAMICS OF CHANGE

Whatever the change you encounter, certain responses to the uncertainty it causes are common.

You may feel awkward, ill-at-ease and self-conscious

Whenever you are asked to do things differently, your habitual ways of behaving and thinking become disrupted. The tendency is to feel awkward or uncomfortable as you move from the old knowledge to learn the new.

You initially focus on what you have to give up

Even with a positive change, you may find yourself becoming aware that you will be losing the old and familiar ways of doing things.

You may feel alone even if everyone else is going through the same change

Each of us feels our situation is unique and special. Unfortunately, this tends to increase the sense of isolation for those undergoing change. Remember that we're all in the same boat. We all face the same learning challenges.

Everyone is at a different level of readiness for change

Some people thrive on change. To others, change is a challenge.

You may be concerned that you don't have enough resources

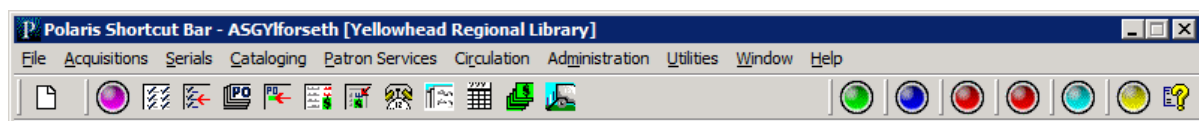
Change takes time and effort, even if it has the long term effect of reducing workload. There is a time for learning in order to accommodate any change, and it will take time to implement effectively. Be patient with yourself!

From:

<http://www.work911.com/articles/change7.htm>
from an article by Ken Blanchard

HAVE A LOOK AT POLARIS...

To provide you with a brief look at Polaris, below are some screen shots.



This is the Polaris shortcut Bar, the starting point and primary navigation tool for all staff activity in Polaris. This bar appears when you start Polaris.

This is the Patron Registration workflow.

This is the Find Tool, which is used to search for patron and materials records.

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