

Today in EYE-OPENER March 30, 2015

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1) SILO Best Practice Series Part2: Earlier this month, the SILO Management Team upgraded some SILO Interlibrary Loan features. And robust conversation, before and after the upgrades, says to us that ILL service is alive and well across the state 😊 Last week's EYE-OPENER summarized those recent updates; this article and ones to follow are intended as reminders of "best practice" when using the SILO ILL system. Today, Dori Buls summarizes tips compiled from the Resource Technicians in IaLS District offices.



For **LENDING LIBRARIES:**

- **Never send an item without answering "Will Send"** in SILO ILL. Sending without answering causes the request to move on to the next library. This results in duplicate books getting mailed to the borrowing library and unnecessary postage costs for all participants.
- **It's okay to say "no"** to a request. Each library decides whether to loan according to their local policies. If your library doesn't lend new releases, still-popular best-sellers, books that are now new movies, titles with long waiting lists at your library— simply respond with "not sending because too new."
- **Watch for notes** in the comments field; that's where you'll find comments like *"please note we need the large-type version of this book..."*
- **Check your OPEN LENDER folder** every business day

For **BORROWING LIBRARIES:**

- **Carefully verify the format** of an item in SILO before requesting it. The page count, publisher, and copyright date can be used, in addition to the format, to verify that the record in the Locator matches what you're looking for
- **Indicate any special needs** in the comments box on the ILL form.

- Remember that **the lending library has up to 4 days** before the request moves on to the next library, so unless you cancel the request, please **do not go to a library and check out the item** because the library you requested the item from won't know that you checked it out, and there will be confusion. It is important that you follow this rule in order to maintain good record-keeping by participating libraries.
- Remember that **when you return a loaned item, you should include the paperwork** even if you personally return the item to the library. This way it will be checked in correctly, and the ILL person at that library will be notified that the item has been returned. Again, this step is important in order to maintain good record-keeping by participating libraries.
- Remember to report each time you receive AND return out-of-state items. An easy reporting form for just that purpose is on our website here <http://www.statelibraryofiaowa.org/ld/i-j/interlibrary-loan> Hint: use this same form to request books not found on SILO, those you would like us to borrow out-of-state

For EVERYONE:

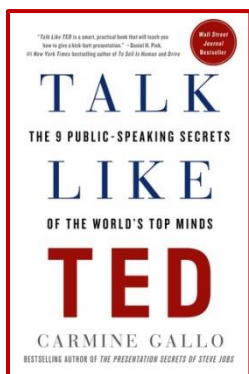
Do not hesitate to contact Amanda Grom at Northwest District—our new Library Resource Technician! Amanda is here to help you with any ILL questions and a host of other things! Contact her at Amanda.grom@lib.state.ia.us or call 866-642-7920.

2) Iowa Small Library Association Spring Meeting: The **Iowa Small Library Association (ISLA)** is a subdivision of ILA. And **ISLA** officers are anxious to let you know about this group's annual spring meeting, coming up on **May 1st**. **"Maker Programming in Small Libraries"** will feature a panel presentation running from 10:30AM-12:30PM. **"Maker Programming"** is the c.e. credit portion of the day, immediately following a business meeting from 9:30-10:30AM. Here's more:

"...Interested in doing some maker space activities at your small library? Would you enjoy hearing from some other librarians who are doing technology and maker space programming at their small library? Join us for an online web conference on May 1. Panelists include Tena Hanson from Estherville, Aimee Clark from Spencer, and Jet Kofoot with North Central District. They will discuss how they plan and implement STEM and Maker programming on a budget. Topics will include after-school clubs, maker spaces, community collaboration, maker spaces with no space—and more! Q&A follows the panel presentation. And feel free to continue the conversation at lunch. Go as a group with attendees from your respective site; each site host will have lunch suggestions..."

ISLA's Spring Meeting is indeed online, but this year with a twist. This year, **ISLA** officers are using WebEx web conferencing software to extend this meeting to 25 sites statewide. 25 Iowa libraries will be selected to host this program based on the location of registrants. Indicate on the meeting registration form if you would like to serve as a host location.

You can find a registration form on **ISLA's** Facebook Page <https://www.facebook.com/iowasmalllibraryassociation> Also on ILA's website here <http://www.iowalibraryassociation.org/index.php/iowa-small-library-association?showall=&start=1> The cost is \$5.00 for ILA / ISLA members; \$10.00 for ILA / non-ISLA members; \$15.00 for non-ILA / non-ISLA members. Register today—and let us know if questions!



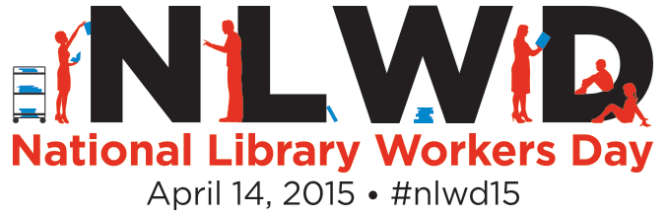
3) Big Ideas Book Discussion in May: The next **“Big Ideas Book Discussion”** is scheduled for **May 28** (9:30-11:00AM) And the next book up for discussion is Talk Like TED. So this early announcement gives you plenty of time to read the book and join the conversation! Here’s how this goes:

In **“Big Ideas Book Discussions,”** laLS staff and guest stars facilitate discussions using books outside of library management, but with plenty of application to library management. Choosing books on leadership, civic engagement, customer service, and presentation skills, we’ll connect those ideas with public library service. In addition to a great assortment of non-fiction titles—and of course the c.e. credit—there are other spin-off benefits of **“Big Ideas,”** such as:

- ✓ titles help with collection development for participating libraries
- ✓ titles are good choices for local book discussion groups
- ✓ this program serves as another model for how to facilitate local book discussions

For more about the book from the c.e. catalog: *“...Have you ever watched TED Talks on YouTube? If so, you’ve watched skillful public speakers demonstrating techniques that lead to entertaining and memorable presentations. One book review of Talk Like TED reads ‘Ideas are the true currency of the twenty-first century. So in order to succeed, having the ability to sell yourself and your ideas is the single greatest skill that will help you accomplish your dreams. TED Talks have redefined the elements of a successful presentation and become the gold standard for public speaking. TED—which stands for technology, entertainment, and design—brings together the world’s leading innovators and thinkers to show us how it’s done...’ ”*

We encourage participants to purchase books used throughout the **“Big Ideas”** series for your own collections. Join us for the next good read when we’ll talk about Talk Like TED!



4) Library Workers' Day April 14: In connection with National **Library Week April 12-18**, be sure to recognize **Library Workers' Day** on **Tuesday April 14**. That's a day for library boards, Friends Groups, legislators, and patrons to recognize the valuable contributions made by all library staff. You and your staff can get ready to celebrate in several ways:

- Promote library workers with **NLWD 2015** merchandise: <http://bit.ly/1DSYxfC>
- Nominate your stellar colleagues as library stars: <http://svy.mk/1LvdKYo>
- Get involved in the conversation on Twitter and Facebook by using the #nlwd15 hashtag and/or visiting the ALA-APA **National Library Workers Day** website <http://ala-apa.org/nlwd/>

The ALA-Allied Professional Association (ALA-APA) established **Library Workers' Day** in 2003. Since then, it's been touted on the Tuesday of **National Library Week**. Lots more information on the website above. We'd love to hear your plans to celebrate your staff and their accomplishments. These stories are perfect for sharing on Iowa Library Commons, too!

<http://commons.statelibraryofiowa.org/>

5) Meetings / Events This Week: This is **ILOC Week!** "**Innovative Libraries Online Conference**" takes place this **Wednesday April 1st**—and that's NOT an April Fool's joke! Sponsored by Iowa Library Services, this all-day online conference is an annual event that sees upwards of 200 people attending—this year's registration is at **284!** Thanks for your continued interest in this special day of online learning. And special thanks to the **ILOC** committee and the many presenters who make this conference such a success. Enjoy the day!



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