It is likely that one of the most common questions you hear from patrons about migration is “Why are we changing to a new software in the first place?” You might even be wondering the same thing yourself! Why did we take on such a monumental change process, and how did we determine which system we would be migrating to?

The decision to move to a new software platform was generated from the membership, through Goal #1 of the SWAN Strategic Plan. SWAN arrived at this goal through discussions at membership meetings and at the governance level. SWAN had been using its technology provider for 15 years, so it was time to stop, research the technology landscape, and decide if we needed to change. Thus began an arduous 15-month search and evaluation process, where over 50 staff members from our member libraries were involved with helping to find the optimal system for SWAN.

As with any project of this magnitude, we can expect a few “bumps along the road.” However, we are committed to having an open door policy and have worked hard to communicate honestly, quickly, and efficiently regarding all steps of the migration. We welcome feedback and greatly value your input. We truly believe that with your support, we can bring a wonderful new tool to the membership and your patrons, and we are very excited for the future of SWAN!

- Aaron Skog
The new catalog will include a very helpful feature, *My Lists*. A full description can be seen on the SWAN patron website, new.swanlibraries.net.

*My Lists* is the new version of My Wish Lists which was available in the outgoing catalog. Patrons using My Wish Lists need to know that it will not migrate with their record to the new Enterprise catalog system in April. Here are instructions for exporting that information.

To save your information for re-entry in the new system, please follow these instructions before April 14. When the new system is in place, you can re-enter your information in MY LISTS:

From Your Record, click on **MY WISH LISTS**

For each Wish List you want to export, click on each **LIST NAME**

Click on **EXPORT LIST**

From **FORMAT OF LIST**, click on **BRIEF DISPLAY** (this is enough for most patrons)

From **SEND LIST TO**, click on option desired:
- If choosing **EMAIL**, type in email address
- If choosing **SCREEN**, LIST will display on computer screen for viewing or printing
- If **LOCAL DISK**, LIST will save to your computer hard drive in Notebook; if you have multiple lists, after each is opened, it will be saved to the same text file
- Click on **SUBMIT**.

**Please also note:**

PREFERRED SEARCHES and MY RATINGS will not migrate.

Please copy down any information from these files that you wish to save before the migration.

My Lists gives patrons a way to keep track of books and other library materials they are interested in, without having to carry around—or lose!—paper lists. By using My Lists, patrons can search the catalog just one time for an item they are interested in, place it on My Lists and have access to it as long as they wish. When they are ready to place the hold, it's a simple matter of clicking "Place Hold."

One great advantage to My Lists is it allows patrons to keep track of items without actually placing holds for them and to avoid the problem of "Why does everything come in at one time?" It also avoids the problem of patrons asking library staff to keep some of their materials until the hold expiration date "because I can't read/watch all that at once!"

Once you try My Lists yourself, you'll want to recommend it to your library patrons!
SPARKS, IDEAS, CONCEPTIONS AND PROPOSALS

The ideas contained here are suggestions only—ideas which may help fire up your creativity.

CATCHING FIRE...

Let us know what you’re planning and your idea could be featured next month!

A “Tip Sheet” could be developed that can be kept by the computer terminals. This double sided sheet could be laminated to help staff members as they learn the system.

- McCook Public Library

We’re planning to have an additional staff member stationed in the lobby for the first three weeks (during busy periods) with an iPad, to help people reset their PIN and show them the new catalog.

- La Grange Public Library

Q: I have heard that SWAN has a YouTube channel. What is on it, and how can I view it?

A: The SWAN YouTube channel has some helpful videos. Currently, the content pertains to the active catalog and Millennium system.

www.youtube.com/user/SWANCorps

Those will stay active until we fully migrate to the SirsiDynix system. There will be new videos posted here as they become available, including Sirsi training materials. Visit the link below to view our channel.

WE PUT THE BOOK MARKS IN NEW MATERIALS AND OUR LUCKY DAY SECTION!
- LA GRANGE PUBLIC LIBRARY

MEMBER LIBRARY MIGRATION TIMELINE

Jan 23—Unique Management (Onsite)
Feb 16—In Person Library Staff Training Begins
Apr 4—Suspend Tech Services
Apr 11—Start Offline Circ
Apr 14—Go Live
When lack of information causes a wrinkle, we want you to know where to find what you need.

Before people ask questions, we want you to know the answers. When they don’t like something, we want you to be able to highlight the positives. You can prepare to assist patrons through this time of change!

Navigation within the new Enterprise system will be different and possibly challenging for some patrons. You can help them avoid confusion by taking time to look at it from their perspective. Besides, you are a patron, too!

Visit https://swanlibs.ent.sirsi.net/client/help/user-help_en_US/ for a wonderful visual guide through the primary aspects of the Enterprise system. This site, which is written especially for patrons, offers not only insight, but provides a step-by-step walkthrough to help patrons become familiar with the way the library catalog works.

Guided topics include:
- Finding my way around
- Using the library catalog Home page
- Searching for items
- Working with search results
- Limiting Search Results
- Viewing the details of an item
- Using My Account
- Using My Lists
- Placing holds
- Using the Select an Action drop-down menu

Can I still check out books from other libraries? Why did the library have to change the catalog? Will I access my account in the same way?

FIND ANSWERS AT: http://new.swanlibraries.net/faq
The Ultimate Learning tool: The Remaining Training Sessions

Training opportunities are still available. Registration for all sessions is handled via L2. Log in at librarylearning.info.

**Circulation**
The remaining sessions focus on supervisors and managers.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Session</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, March 10, 2015</td>
<td>9:30 AM - 12:00 PM</td>
<td>Circulation for Managers</td>
<td>Oak Lawn Public Library</td>
</tr>
<tr>
<td>Tuesday, March 10, 2015</td>
<td>1:30 PM - 4:00 PM</td>
<td>Circulation for Managers</td>
<td>Oak Lawn Public Library</td>
</tr>
<tr>
<td>Thursday, March 12, 2015</td>
<td>9:30 AM - 12:00 PM</td>
<td>Circulation for Managers</td>
<td>Eisenhower Public Library</td>
</tr>
<tr>
<td>Thursday, March 12, 2015</td>
<td>1:30 PM - 4:00 PM</td>
<td>Circulation for Managers</td>
<td>Eisenhower Public Library</td>
</tr>
</tbody>
</table>

**Acquisitions**
For current acquisitions libraries.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Session</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, March 13, 2015</td>
<td>9:30 AM - 12:00 PM</td>
<td>Acquisitions Q&amp;A</td>
<td>RAILS Burr Ridge Main Meeting Room</td>
</tr>
</tbody>
</table>

**Serials**
For current serials libraries.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Session</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, March 9, 2015</td>
<td>9:30 AM - 12:00 PM</td>
<td>Serials</td>
<td>RAILS Burr Ridge Main Meeting Room</td>
</tr>
<tr>
<td>Wednesday, March 11, 2015</td>
<td>9:30 AM - 12:00 PM</td>
<td>Serials</td>
<td>RAILS Burr Ridge Main Meeting Room</td>
</tr>
</tbody>
</table>

**IT**
The next SWANtech meeting will serve as a pre-go-live training for library IT staff.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Session</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, March 10, 2015</td>
<td>10:00 AM – 12:00 PM</td>
<td>SWAN Technology</td>
<td>RAILS Burr Ridge Main Meeting Room</td>
</tr>
</tbody>
</table>

**Cataloging**
These hands on sessions are a compliment to the cataloging demos. For tech services staff at precat libraries.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Session</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, March 18, 2015</td>
<td>9:30 AM - 12:00 PM</td>
<td>Hands On Cataloging</td>
<td>RAILS Burr Ridge Training Lab</td>
</tr>
<tr>
<td>Thursday, March 19, 2015</td>
<td>9:30 AM - 12:00 PM</td>
<td>Hands On Cataloging</td>
<td>RAILS Burr Ridge Training Lab</td>
</tr>
<tr>
<td>Friday, March 20, 2015</td>
<td>9:30 AM - 12:00 PM</td>
<td>Hands On Cataloging</td>
<td>RAILS Burr Ridge Training Lab</td>
</tr>
<tr>
<td>Friday, March 20, 2015</td>
<td>1:00 PM - 3:30 PM</td>
<td>Hands On Cataloging</td>
<td>RAILS Burr Ridge Training Lab</td>
</tr>
<tr>
<td>Wednesday, March 25, 2015</td>
<td>1:00 PM - 3:30 PM</td>
<td>Hands On Cataloging</td>
<td>RAILS Burr Ridge Training Lab</td>
</tr>
<tr>
<td>Thursday, March 26, 2015</td>
<td>9:30 AM - 12:00 PM</td>
<td>Hands On Cataloging</td>
<td>RAILS Burr Ridge Training Lab</td>
</tr>
<tr>
<td>Tuesday, March 31, 2015</td>
<td>9:30 AM - 12:00 PM</td>
<td>Hands On Cataloging</td>
<td>RAILS Burr Ridge Training Lab</td>
</tr>
<tr>
<td>Tuesday, March 31, 2015</td>
<td>1:00 PM - 3:30 PM</td>
<td>Hands On Cataloging</td>
<td>RAILS Burr Ridge Training Lab</td>
</tr>
<tr>
<td>Wednesday, April 01, 2015</td>
<td>9:30 AM - 12:00 PM</td>
<td>Hands On Cataloging</td>
<td>RAILS Burr Ridge Training Lab</td>
</tr>
<tr>
<td>Thursday, April 02, 2015</td>
<td>9:30 AM - 12:00 PM</td>
<td>Hands On Cataloging</td>
<td>RAILS Burr Ridge Training Lab</td>
</tr>
<tr>
<td>Wednesday, April 08, 2015</td>
<td>9:30 AM - 12:00 PM</td>
<td>Hands On Cataloging</td>
<td>RAILS Burr Ridge Training Lab</td>
</tr>
<tr>
<td>Wednesday, April 08, 2015</td>
<td>1:00 PM - 3:30 PM</td>
<td>Hands On Cataloging</td>
<td>RAILS Burr Ridge Training Lab</td>
</tr>
<tr>
<td>Thursday, April 09, 2015</td>
<td>9:30 AM - 12:00 PM</td>
<td>Hands On Cataloging</td>
<td>RAILS Burr Ridge Training Lab</td>
</tr>
</tbody>
</table>

**Enterprise**
Enterprise End User training is appropriate for any staff that uses the OPAC in their daily tasks.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Session</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, March 26, 2015</td>
<td>1:30 PM - 4:00 PM</td>
<td>Enterprise End User Webinar</td>
<td>Online Only</td>
</tr>
</tbody>
</table>

**Workflows**
This webinar will explore advanced search options in Workflows. Appropriate for staff who want to become more efficient when searching for material.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Session</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, May 6, 2015</td>
<td>1:30 PM - 4:00 PM</td>
<td>Adv. Searching in Workflows</td>
<td>Online Only</td>
</tr>
</tbody>
</table>
**New Things to Treasure: Why library staff will like Symphony and Enterprise**

Library staff will use software called Symphony Workflows. The way Symphony works and the way SWAN has designed the new software will make it easier to do your work.

- No more "All ports in use" so no more calling around your library to ask someone to turn off his or her port.
- No more asking staff "Can you clear your screen?" With Symphony Workflows, patron records and item records can be up on more than one screen at a time. Among other things, this will allow multiple staff members to check in items at the same time without getting "record in use" messages. Likewise, it will allow one staff person to check out a patron’s items while another staff person is checking in items from that same patron.
- Once staff has turned on the backdate function for check-ins, it will remain turned on; no more having to turn it on again because backdated check-ins were interrupted by other circ tasks.
- Library staff who have been practicing in Symphony Workflows are pleased with how staff can have more than one function (called a Symphony Workflows Wizard) going at a time. So for example, you do not have to leave circulation to search for a title.

As we all know, there will be a lot for patrons to like in the new catalog called Enterprise. Since staff are catalog users, too, that applies to us! More than that, though, there will be a number of advantages to the new catalog and the software that help us do our jobs in circulation, reference, tech, acquisitions, etc. Here are some of them:

- No more leaving the catalog to get help with spelling. With Enterprise, staff can type in titles and authors without knowing the exact spelling; suggestions will come up, just like they do in Google and Amazon.
- Each library will have a version of the Enterprise catalog that is customized for your library logo and color scheme.
- SWAN will have the ability to create multiple versions of Enterprise, called “profiles,” which can have different settings for timing out logged in patrons, different looks and layouts depending on your library collection or needs. Your library could have a Teen catalog, a Children’s catalog, or whatever else you dream up!

**ALICE’S ADVENTURES IN WONDERLAND…**

Some more of the most wonderful— and most anticipated— changes to expect.

**eBooks & Audiobooks integration**

- Browsing and downloading eResources will be available from right within the Digital Catalog.
- Browse eBooks and Audiobooks from Enterprise.
- Search all library materials seamlessly, or limit searches to find only downloadable eBooks and Audiobooks.

**Searching, Only Better**

- More intuitive search options account for spelling errors and offer search suggestions.
- Search suggestions are based on popular searches at your library, and update every day.
- Keyword searching means patrons will find accurate results whether they search for “Collins, Suzanne” or “Suzanne Collins.”
- Perform an empty search and use limits to create quick lists of materials at your library. Leave the search box blank, click search, and then use limits as needed. Create lists of video games, BluRay, or foreign language material with just a few clicks!

**Coming Soon…**

- Mobile Apps and Social Media integration can make using your library even more dynamic.
- Database items will be integrated into search results.
**Migration Madness 2.0**

Across:

2. An interactive utility that leads a user through all the steps required to complete a task.

6. For patrons, their barcode. For Staff, their login.

7. A button on the toolbar that only performs one task.

8. A word that describes the appearance of an item that can be searched by library staff, but not seen by the public.

10. A password is needed to allow access to _________ a circulation policy.

Down:

1. These virtual _______ combine federated searches, OpenURL linking and Web indexing. They present content contextually and permit contextualized searches.

3. Users with this status have unpaid bills or overdue items, but still have all checkout privileges.

4. Users with this manually created status cannot checkout items, and an override code is required for checkout.

5. A user is given this status when unpaid bills and accruing fines reach $5.00 and above. They cannot checkout items.

8. The company that owns and shares the library software for the shared automation system (SWAN).

9. A brief definition that appears when you move the cursor over a wizard. Also called Balloon Help.

**HINT**

All answers can be found in Newsletter #1

**Works Cited...**

Alice’s Adventure’s in Wonderland  Lewis Carroll
Call of the Wild  Jack London
Catching Fire  Suzanne Collins
Ella Minnow Pea: A Novel in Letters  Mark Dunn
The Incredible Journey  Sheila Every Burnford

The List  Sherri Lewis
The Rosetta Stone  Sir E.A. Wallis Budge
Something Wicked This Way Comes  Ray Bradbury
Treasure Island  Robert Louis Stevenson
A Wrinkle in Time  Madeleine L’Engle
**Forthcoming Bookmark Schedule**

**MARCH:**

**Color**— Green  **Heading**— What You’ll Need to Do

**Overview**—

*Before April:* Patron should confirm that all contact information is current.

*My Wish List(s):* If you use this feature, ask library staff how to save your current Wish List(s) for the new system.

*After the April Update:* Reset login information.

**APRIL:**

**Color**— Blue  **Heading**— To Keep in Mind

**Overview**—

*System Down:* The catalog will be unavailable during updates scheduled from April 11th through April 14th.

*Save My Wish List(s):* Simple instructions for patron to save a current Wish List(s).

**MAY:**

**Color**— Gray  **Heading**— Library Choice!

**Overview**—

*Make it Yours:* A publisher template will be provided to each individual library. This bookmark is meant to be personalized, to better answer the prevailing questions of the respective libraries.

---

**SWAN / Multi-Library PR Committee**

Kate Boyle  
SWAN

Kelly Campos  
Homewood Public Library District

Christopher Clark  
Eisenhower Public Library

Erin Foley  
Oak Lawn Public Library

Jodi Kolo  
Oak Park Public Library

Rebecca Malinowski  
SWAN

Lauren Peltier  
SWAN

Brande Redfield  
SWAN

Christine Ricker  
Thomas Ford Memorial Library

Steven Schlewitt  
SWAN

Nicole Zimmermann  
La Grange Public Library