



Office of Teaching and Learning

Library Services

FAQs for Library Staff Regarding the Via System

CIRCULATION

Q1: How can you access the patron's record?

A: Patron records can be accessed by PPS ID number (eSIS for students, PeopleSoft for staff) and by name.

Q2: Will all of the schools that have a book available show on the screen?

A: In the OPAC, your school's holdings will display first.

Q3: What patron information will display when you look up a student?

A: You will see name, PPS ID # (eSIS), home library, home room, and patron type.

Q4: Will we be able to attach holdings to existing library records?

A: Yes, you will be able to create item records (attach holdings) to existing bib records just as you do now.

Q5: Will there be help available with the backlog of uncataloged items?

A: We hope so! Requests have been made for assistance with the backlog of materials ready for attaching which currently exists in school libraries. Funding for this support has yet to be approved. PPS OTL Administration has suggested that requests for help should go through the proper channels including;

1. An initial request to your Principal for assistance.
2. A request to your Area Director for assistance.

Please personally show your Principal the backlog materials and ask for help with them. Follow that conversation up with a formal request in email, which also creates an effective tracking method for your request.

Q6: How will migrating to Via affect AV check out – overheads, VCRs, etc.

A: All Dynix records have been migrated to Via, so if you were able to check them out in Dynix, you will be able to check them out in Via.

Q7: Do we need new barcode scanners?

A: If your current scanner works in Dynix it will work in Via. Follett specific scanners should be able to be programmed to work with Via. If you do not have a scanner, one will be provided.

Q8: Can we print out bibliographies?

A: [will try this in the OPAC when available]

Q9: Do students need to have books present in order to renew?

A: Currently, there are two ways to renew an item: patron present with item and patron present without item. In the future patrons will be able to renew their items themselves using the Web OPAC. This will be covered further as part of training in Circulation Desk Mode.

Q10: Will CIV listing stay intact? What is the equivalent to the CIV listing?

A: [will check into an equivalent for this when available]

Q11: Will we be able to search on call number in the new system?

A: Yes, you can search using nonfiction call numbers.

Q12: How will check in of damaged items be handled?

A: Handling of damaged items will be covered in Circulation training.

Q13: When books are checked in, does the student's (or patron's) name display?

A: Yes!

Q14: Are check out and renewal length be the same?

A: Yes, 2 weeks checkout, followed by 2 weeks renewal.

Q15: Can you view a student's checkout history for the last year?

A: No, due to the privacy policies for students in educational institutions.

Q16: What are the checkout limits?

A: Please see attached chart included in training packet.

Q17: How will we track utilization of materials? Can we compare data from year to year?

A: Yes, details will be provided in statistics later this year.

Q18: Can we make lists of non circulated books for weeding purposes?

A: Yes, details will be provided in statistics later this year.

Q19: Is it possible to analyze the whole collection, age of collection, circulation by Dewey call number, etc?

A: Yes, details will be provided in statistics later this year.

Q20: Will student email addresses be part of the student patron record?

A: Yes.

Q21: How will student /parent email addresses get entered into student records?

A: If an email address has been provided by the patron and loaded into eSIS, then the email address will be loaded as part of the eSIS downloads and updates. If a student or parent would like to change the e-mail address on their patron record, then they would need to go to the data clerk to change it in eSIS or else it will automatically be overwritten the following day by the eSIS "trickle feed".

Q22: Will we be changing from patron barcodes to eSIS numbers as patron ID?

A: Yes.

Q23: How will this transition be accomplished?

A: Labels and/or rosters of students organized by Homeroom will be obtained from Nutrition Services. These labels can be attached to cards, inserted into pockets in binders, and kept in the library for use when checking out items to elementary students. This service will continue throughout the year on a schedule which is still to be determined at this date.

Lifetouch apparently can (and possibly already does) provide up to 5 binders containing cards with eSIS number barcodes to elementary schools. Library staff is encouraged to find out if one is available in the front office for use in the library.

Q24: How often will eSIS data be sent and update patron information in Via?

A: Any changes in patron data will be taken from the eSIS system and loaded into Via daily.

Q25: How will Fast Adds be handled?

A: Through a similar feature called "On-the-fly". However, this is no longer a temporary record of an item for a single checkout. Instead, it is intended to be a basic entry that will remain in Via, to which all libraries with a matching item may attach holdings, and eventually become a full bib record.

Q26: How will magazines be handled?

A: It depends on home library practice and what you do now. They can be circulated if they are attached to a bib record. They can be added on-the-fly, but this is not the same as a Fast Add was in Dynix, as the on-the-fly feature creates a more permanent record. **Training in the use of the On-the-fly magazine template will occur in Attaching Holdings training. [** Amplify? More?]**

Q27: Does every school have fines assessed?

A: At the high school level, overdue fines will be assessed and collected as they are now. No overdue fines will be assessed or collected at K-8 levels.

Q28: How will fines collected be tracked?

A: Tracking of fines collected will be part of a future training on Reports.

Q29: How will we manage holds?

A: Holds from library to library will continue to be managed by library staff. Students may place holds through the OPAC for materials owned by their home library. **** Does this need further clarification? LPT**

Q30: How will ID cards work?

A: ID cards will work just the same as have with Dynix.

Q31: How will inventory be handled?

A: Inventory training will be offered at a later date.

Q32: Will item records show which patron has material?

A: Yes, this information can be accessed. **[location of information to be added when we can into Via and figure it out!!!]**

Q33: Can we see last patron information for a book?

A: Yes, the information is in the item record (will be covered in Circulation training).

Q34: Will a photo of the student display when you open that patron record?

A: Yes, this information is available in eSIS and will be uploaded into Via.

Q35: How will reports be managed?

A: Report training will occur at a later date.

Q36: Can I go into Via and clean records, etc., from home?

A: No, because you must be logged in to the PPS network in order to use the Via client.

Q37: What permissions will library volunteers have for circulation?

A: Permissions have not changed. Please see attached table with permissions listed.

Q38: How many behind the counter workstations will we be able to use at the same time?

A:

CATALOGING

Q39: How we add or subtract subject headings for a specific title?

A: Bib records are meant to meet the needs of all users. Requests for local variations can be addressed to Edith.

Q40: How will audiovisual materials be handled?

A: Audiovisual materials will be handled in Via as they were in Dynix. Audiovisual equipment will continue to be attached on the textbook side (as it was in Dynix).

Q41: What about bookroom/leveled books? Will they need to be cataloged and barcoded?

A: For the time being, current practices will continue.

Q42: Cataloging – is the site record unique?

A: The Via catalog is a Union Catalog, and as such there will be one bibliographic record shared among all libraries owning a particular title.

Q43: Can it be?

A: There are situations where unique information or records can be edited depending on user needs and this can be done by adding messages to the item record.

Q44: What are the levels of permissions for entering /editing records?

A: TBD per EF.

Q45: Will we be cataloging at each school or just attaching holdings?

A: Primarily attaching holdings, just as it is has been.

Q46: Who will do the cataloging?

A: Library Services staff will continue to provide bib records, until such time as the ability to download records through Z39.50 is being utilized and training has been provided in its use.

Q47: Will we create textbook holdings or will they be entered already?

A: Bib records for the newly adopted textbooks have been entered in Via. Individual textbook holdings can be added through the On-the-fly function.

TEXTBOOKS

Q48: Is there a district policy on barcode placement on textbooks?

A:

- Barcodes will be placed at the bottom center front of the book.
- Additional sequential number added to the bottom of the book pages for sequential id at schools.
- Stamp marking the book Property of Portland Public Schools reading:

This book is the property of Portland Public Schools.

If found, please return it to:

501 N. Dixon St.

Portland OR 97227

503-916-2000

(Who/how textbook processing how can we as library staff be responsible for all these materials not in our possession housed in various locations other than the libraries?)
[There were a lot of questions/concerns raised about how this would be handled, how/if extra workload would be compensated, whether extra days would be added to work schedules, and if libraries could open a week late if extra days were not made available. Comments, please!]

Q49: ES/MS do not have textbook rooms. Where will textbooks be stored when not in use in classrooms?

A: TBD

Q50: How will lost textbooks and teacher materials be handled?

A: District-level policy is being developed. LPT to advise.

Q51: Will novel sets be scanned from room to room?

A: Depends on current practice and preferences at your site.

Q52: Will textbooks be checked out to teachers or individual students?

A: High school textbooks will be checked out to individual students. The recommended procedure for middle schools is still under discussion. Elementary schools will check out sets of textbooks to the classroom teacher.

Q53: Will library staff be responsible for distributing textbooks?

A: Under development.

Q54: How will year end inventory of textbooks be handled?

A: Inventory training will be provided later in the year.

Q55: Will the textbooks still have an asterisk preceding the title?

A: Yes, handled just as it was in Dynix.

Q56: Will textbooks be searchable in Via?

A: Yes, on the staff side only.