*I*mpressions

The Open Mind Company Newsletter

To facilitate access to information and ideas by providing affordable library management solutions

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Free Live Webinar Series

January 28, 2010 - 11 AM EST

Let Mandarin show you how to maximize your OPAC potential in the Web OPAC and Oasis .

Greetings!

Thank you for letting us share news and developments in the world of library automation solutions. Our goal is to give you the information and insight you and your library need to make the most out of your existing system - and to determine what tools you'll benefit from in the future. This is your space, so please contact us with topics you'd like us to cover.

Mandarin In Ontario and Iowa

Mandarin Library Automation will be attending the 2010 Ontario Library Association Super Conference
February 25 - 26, 2010
Please stop in and visit us at Booth 814

Topics will include how to add and search by various reading levels such as Lexile and Accelerated Reader

Click Here to Sign Up

We are also attending the Iowa Small Library Online Conference.

January 21, 2010

http://www.swilsa.lib.ia.us/isloc/

Mandarin Oasis Hosting Service

Automation is even easier and more seamless when you add our Oasis web hosting service to your customized solution. Because we host your information on our servers, you will not need to keep or maintain any servers at your library. Just send us your catalog and patron records, and we'll take care of the rest.

Mandarin Oasis™ Web Hosting (ASP) annual subscription includes:

- Initial setup
- Safe, comprehensive hosting of your library's collection
- The ability to always be using the most current software version
- Hardware that is best-suited to support your collection
- Responsive and immediate technical support
- Access to our service team
- Daily backups to guarantee database integrity and protect your data
- Up to four (4) restores per year (additional restores are $xx each)

In addition, our Offsite Data Storage and Backup Service includes:

- Full automation with backups held on disk for rapid file restoration
- Secure online transfer of fully encrypted data to offsite data centers

Use the Group Assignment Rule When Importing Records
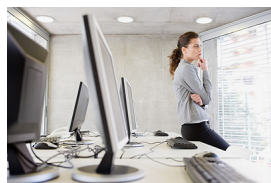
Oasis has a great feature that allows you to import new records with one import and not worry about their ending up in the wrong item groups. If your new records include fiction, non-fiction, and reference books, as well as videos and dvd's, for example, you can use the Group Assignment Rule to sort them into the correct item groups.

1. In Oasis, under the Catalog tab, click on the Cataloging Tools link.
2. Go through the steps to upload your file of new records.

3. In the Import box, choose "Bibliographic", and click on the Import link in the line for your file.
4. Click Next for Steps 1 and 2 of Data Import.
5. In Step 3, choose the default item group from the drop-down list.
6. Click on the Expand View button to the left of "Group Assignment Rule."
7. Put a check mark in the box to the left of the first box. To the right of the box, click on the arrow button. A window opens with spaces for the rule.
8. In the Field box, enter the field or the field and subfield that should be considered. Often this will be the 852 field subfield k, which should be entered as 852k (no punctuation, space or subfield indicator).
9. In the Text field, enter the text for the rule, for example DVD or REF.
10. Click the Add button. Click Close to close the window. You should see your rule as an equation in the box to the left of the arrow button.
11. In the box to the right of the arrow button, choose the item group that this rule will use.
12. Enter other rules by repeating steps 7-10.
13. Click Finish.

This feature can also be used with patron records being imported, to sort by grade or category, for example, into the correct patron group.

The Mandarin Team
Mandarin Library Automation, Inc.
www.mlalib.com

Get in touch with us by phone or e-mail, it's easy...

- To request a consultation with a library automation specialist, click here
- To request a live webinar with a library automation specialist, click here
- To request instructions for a free sample data conversion, click here
- For TechnicalAssistance,
  - e-mail support@mlasolutions.com
  - Phone +1 561 995 4010 opc 4
  - Toll Free 1 800 426 7477 opc 4 (USA & Canada only)
- For Customer Service,
  - e-mail custserve@mlasolutions.com
  - Phone +1 561 995 4010 opc 3
  - Toll Free 1 800 426 7477 opc 3 (USA & Canada only)
- For more information or to request a call from one of our Library Automation Specialist,
  - e-mail automation@mlasolutions.com
  - Phone +1 561 995 4010 ext 751
  - Toll Free 1 800 426 7477 ext 751 (USA & Canada only)
  - Fax +1 561 995 4065

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