



FOR YOUR INFORMATION

The 37 public libraries of the Westchester Library System are changing our circulation system. The Hiram Halle Memorial Library, as one of the 37 libraries in WLS, is participating in this change. This change will accommodate new technologies and allow for better security and services. Also, the look and feel of the catalog will change.

There will be a transition period beginning March 22 and ending (hopefully) April 18. This will affect the services we can provide during this period. Overview and Timetable for the Transition:

MARCH 22 THROUGH APRIL 5

- We'll use the old system but with limited functionality.
- Our catalog and that of the other public libraries in Westchester County will be "frozen"; we cannot add new items during this period.
- We suggest that patrons make a note of their reserves or "holds" so that they can make sure the reserves make the transition to the new system on April 17.

APRIL 6 THROUGH APRIL 16

- We'll use an "offline" version of the new system but with a very limited functionality.
- Patrons can check out items but **they must have their library card**; we will not be able to look up names in the computer.
- Holds will not be filled, and patrons will not receive items from other libraries.
- Renewals may be done on a limited basis and only if the item is physically present in the Library.
- "JAVA WebPac" and "TELNET" will disappear forever; "Catalog and More" will remain.
- The catalog will not show the true status of items. Items returned during this period will still show as "checked out" in the catalog. Items that show as "checked in" may actually be "checked out". An item's status can only be determined by looking for it on the bookshelf. Ask a reference librarian for help.
- Telecirc will be unavailable.

APRIL 17

- Transition to the new system will be taking place.

APRIL 18

- The new system should be up and fully functional.

We will work to give you the best possible service during this transition. We appreciate your patience and understanding.

Don't forget, Library staff is always happy to help.