



STAFF NEWSLETTER OF THE  
METROPOLITAN LIBRARY SYSTEM

December 15, 2017

## How to Encourage Members to Participate in "Best of 2017"



What is the best thing you have read, watched, or listened to in 2017?

The library is accepting entries for the "Best of 2017." The results will be used to create reading lists on OverDrive, the library catalog, and for blog posts.

Member feedback will also be used on digital displays and the information collected may also be used to create physical displays.

### Spark Up a Conversation

Ask members their favorite books, movies, television, and music of 2017. If a title they selected is a 2017 release, encourage them to fill out the Library's "Best of 2017" poll online.

## Managing the Winter Blues



The winter season has moments of joy, but it can also be a difficult time of year. Stress and anxiety can be especially difficult to manage during the winter months.

The Library offers an Employee Assistance Program to all employees. Employees and any member of their household can attend five free visits with a

### Add 2017 Releases to Your Reader's Advisory

Do you have members that regularly come to you for reader's advisory? Talk to them about their favorite new titles from the year and tell them about the Library's "Best of 2017" poll.

### Create a Display of 2017 Releases

Give members a space with 2017 materials to browse and include a clear stand-up with a sheet of information about "Best of 2017" and how to participate.

Here are some anticipated 2017 book releases from Publisher's Weekly:

- [Most Anticipated Books of Spring](#)
- [Most Anticipated Books of Fall](#)
- [Most Anticipated YA Spring](#)
- [Most Anticipated YA Fall](#)



### Display Books-to-Films from 2017

There are always some literary favorites that make their way to the big screen. While some will say the book is always better, there is also something to be said for the uniqueness of the cinematic adaptation. Jones Library paired [books-to-films](#) together and used a creative movie ticket to draw the eye.

View the photo gallery of winter events and displays from around the system [HERE](#).

## Coming Up

### X-Change

Dec. 19 @ 10 AM

**Christmas - LIBRARY CLOSED**

Dec. 25

**Deadline to Complete Slips, Trips, and Falls Training**

Dec. 31

## Intranet Feed

### [Staff Association THUNDER Event Sign-Up Now Open](#)

The sign-up form is now available for the Jan. 9 OKC Thunder vs. the Portland Trail Blazers game at Chesapeake Energy Arena.

### [Leadership Team Minutes - Dec. 6](#)

### [Access Services Minutes - Nov. 14 Database Highlight #23: We've Got the Jewish Newspaper for That \(yes, really!\)](#)

Hanukkah started Dec. 12th! Learn about Jewish history with The Jewish Exponent, located in the Historical Newspapers collection. Covering the time period of 1887 – 1990, The Jewish Exponent is a record of Jewish life, politics, and traditions in the 19th and 20th century.

### [5 Search Features in Libby That Every Bookworm Will Love](#)

You should check out the Libby app from OverDrive. You and your members are going to like it.

### [Thank you! Results of 2017 United Way Campaign](#)

A big THANK YOU to everyone that "played it forward" in this year's United Way campaign. The Library raised \$8,593 for our community. Interested in learning more about the United Way? Check out the [United Way of Central Oklahoma Website](#).

### [Database Highlight #22: We've Got the Biblical Studies for That](#)

Holiday season is here! For many it's not only a season of gift giving, lights, and tons of cookies, but an important religious holiday filled with nativities, menorahs, and kinaras.

## EduBrite Offers Opportunities for Development

The new learning management system (LMS), EduBrite, offers more than just quarterly safety training. Check out the course catalog for the full list of offerings. Before completing any training be sure to get supervisor approval. The following training courses are also available on EduBrite:

- [Active Shooter: by FEMA](#)
- [Crisis Communication Plan: A Tool All Libraries Need](#)
- [Kanopy: An Introduction](#)
- [Libby App by OverDrive](#)
- [OverDrive: The End User's Experience](#)
- [And More!](#)

guidance consultant who can help with specific needs.

There are also additional resources available to full-time employees and employees on the MLS health plan.

### **Link to Program Resources:** [Employee Assistance Program](#)

### **Links to Outside Articles About Stress and Anxiety:**

- [Tips for Managing Stress and Anxiety](#)
- [50 Strategies to Beat Anxiety](#)
- [Seasonal Affective Disorder](#)

### **For more information contact:**

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**"We grow smarter communities, one person at a time."**

## Searching Savvy: Booleans

Did you know that Boolean did not actually start in the world of library studies?

The concept was introduced by the 19th century mathematician George Boole, whose concepts in algebra helped lay the foundation for the information age.

Boolean is defined as a logical representation of relationships between entities, which explains why Boolean operators come in handy for searching databases.

Boolean searches allow users to combine words and phrases using the words AND, OR, NOT (known as Boolean operators) to limit, broaden, or define searches.

Using Boolean operators is one simple way to refine search results and most databases use the same standard operators.

Boolean Operator	Example of Use
And	<ul style="list-style-type: none"> <li>Search results contain <b>all</b> search terms.</li> <li>The search <i>heart and lung</i> finds items that contain <b>both</b> <i>heart</i> and <i>lung</i>.</li> </ul>
Or	<ul style="list-style-type: none"> <li>Each search contains <b>at least one</b> search term.</li> <li>The search <i>heart or lung</i> finds items that contain <b>either</b> <i>heart</i> or items that contain <i>lung</i>.</li> </ul>
Not	<ul style="list-style-type: none"> <li>Results <b>do not contain</b> specified search terms.</li> <li>The search <i>heart not lung</i> finds items that contain <i>heart</i> <b>but do not contain</b> <i>lung</i>.</li> </ul>

Now, to add in more math fun (ha!). Do you remember the order of operations from school? You may have learned to remember the order of operations by remembering the acronym PEMDAS. Sound familiar? Or maybe you learned a mnemonic device for PEMDAS like, "Please excuse my dear Aunt Sally".

Much like those fun algebra equations, users can utilize parenthesis in searching to specify the order in which the search terms are interpreted.

**Example:**  
(mouse OR rat) AND trap

**Use:**  
This search retrieves results with the word mouse **or** the word rat together **and** it searches the word trap.

If nested parentheses are used, then the innermost search term or expression is interpreted first.

**Example:**  
((mouse OR rat) AND trap) OR mousetrap

Library databases are not the only online research tools that utilize search operators. Online search engines, like Google, have search operators as well.



### Google Search Operators

Search Operator	Example of Use
Social Media	<ul style="list-style-type: none"> <li>Put @ in front of a word to search social media.</li> <li>@twitter</li> </ul>
Hashtag	<ul style="list-style-type: none"> <li>Put # in front of a word to search hashtags.</li> <li>#throwbackthursday</li> </ul>
Exclude Words from a Search	<ul style="list-style-type: none"> <li>Put - in front of a word you want to leave out.</li> <li>Jaguar speed -car</li> </ul>
Search for an Exact Match	<ul style="list-style-type: none"> <li>Put a word or phrase inside quotes</li> <li>"Tallest building"</li> </ul>
Combine Searches	<ul style="list-style-type: none"> <li>Put "OR" between each search query.</li> <li>Marathon OR race</li> </ul>



### Links to sources:

- [Ebsco](#)
- [New York Public Library Blog](#)
- [Google](#)

### Online Resources at Work: Speakabooks Reading App

**SPEAKABOOS**

"A member's three year old son regularly attends storytime and is non-verbal, and has been diagnosed with developmental delays. She saw the Speakabook bookmark and decided to give it a try. She allowed her son to play with it during his quiet time and noticed that he responded very actively to the various forms of engagement in the app (singing, being read to, etc.). After a few weeks, she noticed that he was talking and even singing songs from the app - something he had never done before. She now encourages him to use it every day and credits the app for helping her son overcome his speech delay." -Katherine, BI

### More about Speakaboos:

Speakaboos is a literacy application that can be used online or downloaded to a mobile device or tablet. The app was designed to engage early readers, ages 2-6 years. Users can log in with their library card number and last name.

