



The OPLIN CIRCUIT

News for Ohio Public Library Staff & Management

A Period of Transition

IN THIS ISSUE

A Period of Transition	1
Secure? You Sure?	2
Preparing for E-rate	2
Deals on Antivirus	3
Out & About on the Circuit . . .	3
Three Other Things	3
OPLINlist Myths	3
OPLIN Database News.	4

Our Bouncing Baby Blog

These days it seems everyone who's anyone has their own blog, so why should OPLIN be any different? A few months ago, we quietly introduced **OH!Libraries: Spotlight on Ohio Library Services** to the blogosphere, at the following URL: (<http://ohlibraries.blogspot.com/>).

So if you're looking for witty commentary on the latest world events, extended musings on humankind's existential fate, or the uncomfortable details of a complete stranger's troubled childhood, you can find plenty of that elsewhere! But if you're interested in hearing about interesting (and perhaps unheralded) things happening in or around Ohio public libraries, then come check out **OH!Libraries**. Become a regular reader before it becomes all trendy, and we start selling t-shirts and oversized coffee mugs.

Thanks to everyone in the library community for helping with Carol Roddy's send-off. It was hard to adequately celebrate the accomplishments of her eight years with OPLIN — "Thanks for all your amazing work nurturing the nation's premiere public library network and keeping it strong and healthy. Here's a plaque." — but with the help of all of you, our staff was able to convey to Carol how much we value the effort and talent she put into OPLIN, and how much we'll miss her.

July was slow enough to allow the Interim Executive Director to take a deep breath, meet with the staff to establish goals for the rest of the year, touch base with our many partners in the state, and begin to plan for what's next. The largest issue looming is the question of OPLIN governance - not only who the next director will be, but whom he or she will report to.

A little history: in 2000, one of the principle strategic goals of OPLIN's Board was to get the agency established in permanent law - since it's inception, OPLIN has only existed in budget language. The Board had resolved to make OPLIN a division of the State Library, transforming the governing board into an advisory board, with the Executive Director reporting to the State Librarian. This was to be effective July 1, 2001, but the transfer of OPLIN funding into the LLGSF halted these plans. For three years, OPLIN funding remained in the

LLGSF, and the agency goals shifted: adjust services in light of the different funding source, and work to return OPLIN to general revenue funds. On July 1, 2004, OPLIN funding moved back into general revenue, where it is set to remain at least through the next two years.

Before the Board begins its search for a new OPLIN director, it must take up again the fundamental issue that was most pressing five years ago: how should OPLIN be fixed in permanent law? Should the process started in 2000 be resumed, or should OPLIN pursue other options?

What does this mean to libraries? In practical terms, very little. Regardless of who is the director's "boss," OPLIN will provide broadband Internet and subscription databases to Ohio's public libraries, who would continue to be the principle voice in setting OPLIN's strategic objectives. But it clearly does have an impact on advertising for and hiring the agency director: candidates should know whether they will be expected to report to a governing board or to the State Librarian.

The OPLIN Board has identified the factors that will influence their decision on OPLIN's administrative future. They are gathering data to help inform this decision, and will be meeting September 9th to review these data and plan for the hiring of a new executive director.

Plan to attend the OPLIN Stakeholders Meeting on October 28th to learn more about the future of OPLIN and details about the search for a new director.



Secure? You Sure?

The recent worm attack that crippled large organizations like ABCNEWS and CNN should serve as a reminder to all of us that network security should never be an afterthought. Here are some simple steps you can take to improve your library's security:

- Automatically install updates and/or patches for your Operating System.** Surprise - your computer's operating system is not perfect! It was released with bugs and vulnerabilities, which is why it's vital to download the latest updates and patches. If you have a Windows-based computer, you can schedule the computer to automatically check for and install new updates. But if you turn your computers off at night, don't schedule them to check for updates at 3 a.m. - they have to be on and connected to the Internet for the updates to happen. Also, some updates require you to restart the computer after installation. Spot-check your machines to verify the updates are happening. To check for Microsoft updates, go to <http://update.microsoft.com> (Windows) and <http://office.microsoft.com> (Office).
- Use antivirus software and update it automatically.** Antivirus software is designed to protect your computer against known viruses. Be sure to update your antivirus software regularly. The more often you update it, the better (at least once a week is a good idea). It's always harder to remove a virus than it is to prevent it in the first place.
- Anti-spyware programs** are much less complex than antivirus ones. Patches are seldom necessary, though they still require some attention. Two popular anti-spyware programs are **Ad-Aware** (www.lavasoft.com) and **Spybot - Search & Destroy** (www.spybot.info).
- Beware of e-mail attachments.** If you don't know the person who sent you the attachment or the e-mail itself seems suspicious, the best thing to do is delete the message. *Even if the e-mail came from someone you know*, their computer could be

Preparing for E-rate

Public library directors should keep an eye on their mailboxes, because OPLIN will soon be sending out our annual E-rate paperwork. Once again, we'll be asking directors to complete and return a Letter of Agency and Form 479. This year, the Letter of Agency requires every E-rate participant to have an **FCC Registration Number**. OPLIN could be asked to produce this number not only for itself, but also for any library included on its E-rate application. If OPLIN cannot produce any one of these numbers, **we could lose all our E-rate refunds for 2006.**

In short, **everyone who applies for E-rate must have an FCC Registration Number**. Every library receiving OPLIN service must have one, regardless of CIPA compliance. The Letter of Agency will have a spot reserved for you to provide your library's number. Unfortunately, we cannot obtain this number on your behalf - you must apply for it yourself. When you apply you'll be asked to supply your Taxpayer Identification Number (your

normal business tax id), the legal name of the library, and so on.

How to Obtain an FCC RN

You can apply online for an FCC Registration Number at the FCC website (www.fcc.gov):

- Follow the link to the "FCC Registration Number Commission Registration System (CORES)" on the left-hand side of the screen.
- Follow the link to "Register" under "Register and Receive your FRN."

Libraries are strongly encouraged to apply online, but you can also file a paper copy of the CORES Registration Form (available at www.fcc.gov/Forms/Form160/160.pdf). This form can also be faxed to you by contacting the FCC Registration Number Helpline at 1-877-480-3201. The instructions include directions for filing.

For more information, please contact either the FCC Registration Number Helpline at 1-877-480-3201 or the SLD Client Service Bureau at 1-888-203-8100.

infected and sending the virus out to everyone in their address book.

- Beware of phishing scams.** When you receive a suspicious e-mail, don't click on the links - they could lead to a "phishing" website that's trying to obtain personal information. For more info, read "How Not to Get Hooked By a Phishing Scam" at the FTC's website <www.ftc.gov/bcp/online/pubs/alerts/phishingalrt.htm>.
- Use a firewall.** Firewalls create a protective wall between your computer and the outside world. **Software firewalls** run as an application on your computer, while **hardware firewalls** are actual devices that protect multiple computers at the same time. To keep track of ports that would-be attackers are targeting, go to <http://isc.sans.org/top10.php>.

- Secure your passwords.** An ideal password has six or more characters that mix upper- and lowercase letters with symbols and numbers. It should never be a word found in the dictionary.

One simple way to make your passwords more difficult for someone to guess is to replace letters with specific symbols or numbers. For example, vowels can be replaced as follows: a=@, e=3, i=1, o=0, u=2. So if you want your password to be "sunflower," you could instead type it out as "S2nF10w3r."

- Finally, **check logs frequently** to see what's happening on your machines. Any security utility becomes worthless if you ignore the reports it generates.



Deals On Antivirus

One of OPLIN's primary duties is to ensure the security and integrity of its network. Part of this job includes the prevention of spreading computer viruses. We do take steps to protect the OPLIN e-mail server from virus propagation. However, this is just one step in protecting the OPLIN Intranet as a whole. To continue to move towards complete network protection, OPLIN needs the help of each individual library.

OPLIN can only try to protect the outer borders of the Intranet; it's up to each library to protect its own sphere. OPLIN does not endorse any one antivirus product, but believes that it is vital for libraries to have an antivirus product that's up-to-date. With increased network security in mind, OPLIN has reached out to several antivirus providers in an effort to help libraries save money and protect their own individual local area networks. OPLIN is pleased to announce that it has been able to negotiate great prices for virus protection with several software companies. Pricing information and other product details can be found at:

<http://www.oplin.org/security/>

The listed prices represent the total cost per computer protected, and they're based on coverage through June 2007. OPLIN has also arranged to extend these offers to Ohio library staff for home use.

Please note that it is up to your library to determine which solution best fits your needs. OPLIN does not require you to purchase from any specific vendor. Likewise, if you are able to obtain the same product from another trusted vendor, please feel free to use your own contacts. OPLIN is working with other antivirus vendors to provide additional options for your library. Watch for more e-mails from us and monitor www.oplin.org/security/ for more details soon.

Out & About on the Circuit

Special Meeting of the OPLIN Board

September 9, 10:00-1:00

Grandview Heights Public Library

OPLIN Board Meeting

October 14, 10:00-1:00

State Library of Ohio

OLC Annual Conference

October 5-7

Hyatt Regency, Columbus

OPLIN Stakeholders' Meeting

October 28

Radisson Worthington

Three Other Things...

Stakeholders Heads-Up

The 2005 OPLIN Stakeholders Meeting will be **Friday, October 28th** at the Radisson Worthington, just north of Columbus. Likely topics this year will include network security and the future

relationship of OPLIN to the State Library. Stay tuned for more info soon!

OPLIN Board News

Gayle Patton, Deputy Director of the Mansfield-Richland County Public Library, has joined the OPLIN Board of Trustees for a three-year term that expires June 30, 2008. She replaces Joe Palmer, whose term expired at the end of June.

Board officers for the 2005-2006 Fiscal Year will be: Kim Fender, Chair; Donna Perdsock, Vice Chair; Sandi Thompson, Secretary; and Anne Hinton, Treasurer.

Annual Survey: Get It In!

By the time you read this, your library should have already submitted your OPLIN Annual Survey, but just in case you haven't, we remind you once again - send it in!

The survey can be found as a webform on the OPLIN website at www.oplin.org/survey.htm, and should be completed by each public library and regional library system and **returned by September 2nd.**

OPLINlist Myths

Did you know that you don't need to have an [oplin.org](http://www.oplin.org) e-mail account in order to subscribe to any of the OPLIN mailing lists (OPLINlist, OPLINtech, OPLINupdates, OPLINtrain)? Any e-mail account will work. In fact, messages from our various lists go to over 150 different domains.

Anyone associated with the library community is invited to sign up for any one of the OPLIN mailing lists. They're a great way to keep up with library issues and to find out what other libraries are doing.

To subscribe to any or all of the OPLIN mailing lists, or for more information, go to:

<http://mail.oplin.org/mailman/>.



OPLIN Database News

American National Biography

As of July 1, 2005, Ohio libraries have access to *American National Biography*. This was arranged by Libraries Connect Ohio through OHIONET, and funded by an LSTA grant. Because of the configuration of separate statistical accounts, public libraries were notified individually of the new ANB access.

Published by Oxford University Press, the *American National Biography* is a new version of the classic *Dictionary of American Biography*. ANB features authoritative portraits of more than 19,000 individuals who are no longer living, from all eras who have influenced every aspect of American history and culture. ANB Online features thousands of illustrations, more than 80,000 hyperlinked cross-references, links to select websites, and powerful search capabilities. ANB is also updated quarterly.

Business Source Premier

EBSCOhost recently unveiled a new interface for *Business Source Premier* called the *Business Searching Interface* (BSI). The new BSI interface features many enhancements designed specifically for business researchers, resulting in a streamlined appearance and faster searching capability. Among them:

- New source types include Academic Journals, SWOT Analyses, Trade Publications, Industry Profiles, Company Profiles, Market Research Reports, and Product Reviews.
- Easy access to search options for Company, Industry, Author, Subject, and Publication lists are available from the Basic Search Screen.
- The popular Suggest Subject Terms feature is available on the Advanced Guided Style and Advanced Pre-Selected Find Fields search screens.
- The new Company Profiles display is cleaner and easier to use, with added features such as related search links from the Company Profiles detail screen.
- Users have direct access to screens for browsing Company or Industry Profiles, Country and Market Research Reports.
- Users can share personalized Folder items across EBSCOhost and BSI.

LearningExpress Library

On July 1st, the *LearningExpress Library* also became available

to all Ohio residents through the state's public libraries, K-12 schools, colleges and community colleges, and adult education centers. The two-year pilot project is funded by The State Library of Ohio and OPLIN with an additional Institute of Museum and Library Services (IMLS) Library Services and Technology Act (LSTA) grant to Libraries Connect Ohio, joining the core research databases Libraries Connect Ohio provides all Ohioans.

LearningExpress Library offers students and adults unlimited, 24/7 access to targeted skill-building interactive courses in math, reading, and writing, as well as hundreds of online interactive practice tests that prepare them for several types of exams including grade school achievement tests, the SAT, GED, U.S. Citizenship, and civil service positions. Complete answer explanations accompany each response so that patrons understand why a particular answer is correct or incorrect.

All practice tests include instant diagnostic score reports that help patrons to target those skill areas that need the most attention. To help students master the SAT and recently added essay, instant score reports provide immediate feedback on how well they performed in each of five writing skill areas.

Patrons can enter *LearningExpress Library* from any authenticated site: Ohio's public libraries, academics and schools. While at *LearningExpress Library*, patrons set up their own accounts. *Note: Patrons must set up their accounts while at an authenticating site. Thereafter, the account is accessible from anywhere.* Patrons are then free to take any available test.

Student Research Center

Student Research Center makes it easy for students to search EBSCO databases by keyword or by topic to find the most useful search results. Results can be easily sorted by source type - magazines, reference books, photos, flags, etc.

Just as EBSCO's optional *Searchasaurus* interface offers elementary school students an age-appropriate research environment that was designed according to their needs and search abilities, the *Student Research Center* provides students in secondary schools with the most appropriate research tools for easily obtaining the information that they need from their EBSCO databases.

Through the *Student Research Center*, users can easily pre-determine which content sources (e.g., Magazines, Newspapers, Biographies, Country Reports, Film & Video) will be included with their search. They can also search their databases by topic heading, make use of an online dictionary and encyclopedia, explore the top searches of the day, and even limit their search according to appropriate Lexile reading levels.