**Kentucky - Duplication on Demand Panel 2019**

Potentially Helpful Hints from Your Friends in Kentucky

* Advertise in advance, if possible. Stress advantages to patrons:
  + All DBs available all the time—including BARD only books
  + New books available faster
  + A entire series can be put on one cartridge
  + Easier to keep track of 1 cartridge instead of multiple
  + Eliminates mismatched cartridges/containers
* Start all new patrons on DoD. They have a much easier time adapting since they don’t compare it to another method.
* Don’t make it optional or wait for patrons to request it; switch every patron. We switched each patron we came across in daily business, then went through accounts one by one. Towards the end, as we had incoming or outgoing DBs, we transitioned them to DoD.
* We made BARD ONLY patrons DoD, request only, with 1 book at a time/Turnaround.  That way they did not skew our transition progress, and they are already set to DoD if they ever request a book by mail.
* When transitioning patrons from traditional circ to DoD, we looked at book history to see how many books they returned per month. Here is a very loose guide we used, but of course we tailored it to each patron:
  + If they read 1-4 books/month--1 cartridge a month or put on Turnaround service with 1 cartridge at a time.
  + If they read 5-10 books/month--1 cartridge every 2 weeks or put on Turnaround with 2 cartridges at a time.
  + If they read more than 10 books/month--1 cartridge weekly or put on Turnaround with 3 cartridges at a time.
* Be prepared for lots of phone calls:
  + The return method is different—patrons remove cards instead of turning them over.
  + Since NLS has released the new, easier method of moving to the next sequential book on a cartridge, you may not have as many questions about using the Bookshelf. We had a LOT of people calling with questions about using the Bookshelf.
  + We had some patrons who just could not handle the Bookshelf, so we gave them the choice of getting 1 book per cartridge--but they were limited to 3 cartridges total. We did not advertise this because we wanted patrons to try using DoD first. This may not be an issue with the sequential play feature.
  + Some patrons will call to say they don’t like the books they get via DOD. You will need to explain that nothing has changed about the books available or the way they are selected—they would have gotten the same books via traditional circ
* Once you notify NLS to stop sending physical copies, it will take about 6 months before new books stop arriving. You might want to stop sooner than you anticipated.
* Library advantages—
  + Circulation is more efficient and requires less staff
  + Circulation process is less physically demanding for staff
  + No more processing of new audio books
  + No more dealing with mismatched containers/cartridges
  + Shelving space and weeding DBs are no longer an issue. Kentucky is disposing of its entire DB collection.
  + New books not distributed as physical copies—not our problem!
  + ILL is reduced to braille and local books not on BARD
  + Kentucky distributes its audio newsletter copies by treating it as a book and adding it to a DoD cartridge.
  + Kentucky added its locally recorded digital books, produced pre-BARD upload, to the Gutenberg computer so they can circulate via DoD.
  + Kentucky has plans to add its audio New Patron Guide to each now patron’s first book cartridge.
* Disadvantages—
  + You cannot use DoD to circulate local magazines.
  + You must find a new method of assigning subject headings, instead of using new book cards. I run a WebReads report immediately after importing completed titles each month. That serves as our checklist, and we use Voyager records for info.
  + There are occasional issues with identifying book history; for example: a patron returns a cartridge with a note in it, but does not include his name.
  + Locally recorded book circ is down because WebReads circulates books alphabetically by format. For example: all DBs on a patron request list must run out before it starts sending DBCs (unless the DBCs are Patron or Library Request and the Dbs are computer picks).
  + The WebReads patron OPAC does not work well with DoD; for example: DoD titles do not show on the patron Now Has record.