



ANRL V-News

VOLUNTEER NEWSLETTER



I. Welcome

Welcome to all the new ANRL volunteers! We asked for volunteers in The Bulletin and the 'N' magazine and were amazed that to date we have received 29 replies. This is the first issue of ANRL V-News. This newsletter is intended to tell both new and old volunteers of workings in the library. Nobody here knows everything. We want to bring up the knowledge level of all volunteers so we can work together better and not cause extra work for others by doing things in a different way. We have hinted that this newsletter should be published monthly but we may need a volunteer to help work on that. Please send your own suggestions and comments about this newsletter to admin@anrl.org. A few things that we need from every volunteer include: an ANRL member application, a short blurb for Staff BIOS, a mug shot (optional), a request for an ANRL Google Workspace (GW) UserID, and a request for a UserID on anrl.org. Web pages that help new volunteers learn about ANRL include:

- How I Do What I Do (HIDWID) <https://anrl.org/how-i-do-what-i-do>
- Projects at ANRL <https://anrl.org/projects-anrl>
- New Volunteer Checklist <https://anrl.org/new-volunteer-checklist>
- ANRL Membership <https://bit.ly/3F2AqDq>
(Volunteers pay no dues)

Note from Paul LeValley, ANRL President

When ANRL appealed for remote volunteers earlier this year, we got a larger-than-expected response from 29 people, many of whom are now working on projects. We welcome you to our library staff, which has expanded this year from around 15 to about 40. Glad to have you with us. Let us know what we can do to make your job easier.

II. Resources at ANRL

- **Nudist Research Library Consortium (NRLC)** Participating libraries include: American Nudist Research Library®, Inc. (ANRL), Western Nudist Research Library (WNRL), American Association of Nudist Recreation - Northwest Regional Library/Archive (AANR-NW-RLA), and Naturist Education Foundation Research Library (NEFRL).
- **Google Workspace (GW)** ANRL has been granted reduced cost membership to GW as part of a special program for non-profits and educational institutions. ANRL uses its GW for NAS backup, for syncing WNRL archives with the Patron Kiosk, and for sharing the ANRL archives with the consortium. Also, we plan to use GW as a source for syncing ANRL archives with the Patron Kiosk. Anyone with ideas about extending GW functionalities is encouraged to submit them to admin@anrl.org.

- **Network Attached Storage (NAS)** Our Synology Disk Station DS220+ NAS with 2 6TB discs holds the master copy of our digital archives. See the Website or contact Bob Proctor if you want to learn more about NAS.
- **Patron Kiosk** The kiosk computer is a computer that is rather old and slow but it works. It is available for walk-in patrons of ANRL. There is no password. Patrons can view reports from the Database which show items in our archives and PDF files of magazines, club files and newsletters, and who's who files. Also available on the kiosk is DocFetcher Pro, a search app that's fast and useful for doing research.
- **ANRL Website** <https://anrl.org> There is the **Public** part that anybody can view and also the **Staff Only** part that requires a UserID & Password. The purpose of the Website is to be a central storehouse of information about ANRL, not to be full of eye candy. We are continuing an effort of website re-organization and cleanup and welcome your contributions and suggestions.
- **WiFi** Free WiFi is available inside the library. There is a QR card that patrons can scan to get access.
- **Dropbox** ANRL has a 1TB Dropbox that contains many of ANRL's working files. ANRL'S shared Dropbox folders are a perfect place to keep any and all of your ANRL data that lives on your home computer. The entire ANRL Dropbox is automatically synced with NAS.
- **Evernote** This is a high-function note taking and archival tool that behaves like a second brain. ANRL has a premium account. It supports file sharing and collaborative work. Although it has all the good features, it is only marginally used at ANRL and we're trying to fix that.
- **Database** Currently at FileMaker Pro Advanced v18. We keep a dozen kinds of data including: Membership, Books, Videos, Audio, Who's Who, Magazine, Clubs, etc. Contact admin@anrl.org for access. The Database has file names of documents and media but does not have the actual documents or media. We use the Database for inventories and reports of our holdings.
- **ANRL Computers** With the exception of the Patron Kiosk, these are for office use by volunteers only. We do not offer use of these for walk-in patrons.

III. Happenings & Events at ANRL

1. Aug 2, 2021 We were a victim of a lightning strike which blew out router and our DS218 NAS.

2. Oct 21, 2021 Andy Duputel visited and reviewed work being done at library, then outlined his recent work on website improvements.
3. Oct 22, 2021 Linda Weber visited and discussed library resources for both local and remote patrons with Bob Proctor and Jim Sweeney 
4. Oct 22, 2021 Jason Cochran is working on getting a static IP address for ANRL
5. Oct 23, 2021 Met Erich Schuttauf (AANR Executive Director) while at Nude-A-Palooza and discussed outreach and membership issues.
6. Oct 26, 2021 The Board approved the new Code of Conduct.
7. Oct 29, 2021 Updated Projects Pages ~25 project are currently underway.
8. Oct 29, 2021 Sent note to Volunteers asking them to read Projects page
9. Nov 02, 2021 Requested a Spectrum Static IP address
10. Nov 02, 2021 12 new Users added our Website and there are 5 remaining.
11. Nov 05, 2021 First Sync from NAS to GW is complete and continuing file by file
12. Nov 10, 2021 Jason Cochran visited ANRL and inventoried all equipment in preparation of programming the new smart switch.

IV. Activities Passwords

As the computer technology continues to expand in the library and with the focus of creating and remembering secure passwords, Bob Proctor started a Master Password file in 2014 and has kept it more or less accurate and updated with all of ANRL's new password additions. Passwords included here are for resources such as: computers, router, ISP, NAS, mail servers, eMail accounts, Dropbox, FileMaker, smart switch, administrator login to the website, etc. It's one thing to record the passwords but a periodic verification must also be done to insure accuracy. Some accounts require Two Factor Authentication (TFA) and how to do that is important to remember as well. The master list is being updated with information of the purpose of each password. The work continues to this day.

It's important for all volunteers to send their ANRL-related passwords to admin@anrl.org. It is not necessary to include passwords for GW or anrl.org. Also, it's important to notify others who use shared passwords when

passwords change. If you need a specific password, then please contact Bob Proctor at admin@anrl.org. ANRL's President and Vice Presidents also have copies of the passwords.

Quality Control

David Foote is leading the project of reviewing and fixing PDF files from magazines and finding problems such as missing pages, poorly scanned pages, missing OCR, etc. When found, errors are recorded in GW. Step 1 of the process is identification, step 2 is finding and preparing replacement pages, step 3 is fixing the PDFs and then step 4 is updating the digital archive. Initial training on the Quality Control project has started with some QC team members, but progress has been slow due to technical issues dealing with making QC edits in the GW archive. It is expected that QC work beyond the training activity will be ready for assignment to volunteers before the end of the year.

See this page: <https://bit.ly/3wGKuOG>



Search

DocFetcher Pro (fast document search) is available on ANRL's Patron Kiosk. The Search Page (see link at the bottom of every Website page) has general info on search plus a page on query syntax. <https://bit.ly/3njHMKG>. Please read that page and try using things like: proximity, grouping, wildcards, boosting a term, boolean, fuzzy search, etc. For a successful search, you need to know both where to look and also how to craft a query. While some librarians know huge amounts of information held in the library, few are knowledgeable in the finer points of computer searching. We are trying to educate all volunteers and librarians in the **Art of Search**. Please contact us if you have ideas for improves to search at ANRL.

Research

Research projects have been mostly non-existent recently. This is partly because of COVID-19 which has limited visitors and walk-in patrons but also because of lack of focus on initiating or stimulating research projects through outreach initiatives. We need a research volun-

teer who can think of ways to start and encourage research projects.

Consortium

See the Consortium page at <https://anrl.org/consortium>. Periodic ZOOM meetings have been very productive for this collaborative effort. Any volunteers who might want to attend quarterly meetings of either the general Consortium, or the Consortium Systems Group should contact Dave Foote at davefoote@anrl.org to learn more. The next scheduled Consortium Zoom meeting is Saturday 11 December 2021 at 1:00 PM EST.

Network Segmentation

This project will upgrade our computer network for safety, security and for sharing parts of our archives with specific patrons, the Patron Kiosk, and with other Consortium Libraries. Rob Miskimon has offered to donate a **smart switch** and Jason Cochran will install the switch in the library. Rob & Jason will also try to install a Remote Monitoring & Management (RMM) app for the network. The smart switch is being programmed now.

Membership

ANRL is trying to build its membership using blurbs in social media, ads in nudist magazines, etc. We plan to contact all clubs in the Club Database and offer the Club Sponsor program. There is a lot of work to do. If you are interested in helping then please contact our Membership Chair Bob Proctor at admin@anrl.org.

Membership Processing

FileMaker records membership dues payments, sends receipts, sends monthly dues renewal notes by eMail, and prints notes for sending by USMail. This is mostly a one-by-one process because there are many special cases, however there is some automation. Scripts can select groups of members and send eMail to all individuals in that group.

Media Conversion

Gary Nichols has done a huge amount of audio and video conversion: audio cassette tapes to MP3 and VHS tapes to DVD and MP4. He prints labels on the DVDs and installs the converted files on NAS. While he does his conversion, he takes notes on the media he's converting, then he categorizes and writes comments about the media. That information goes into the FileMaker Database and then is written to reports which are posted to the **Collection** pages of the Website.

Name Match Book, Magazine, Audio, Consortium

The **Name Match** project hooks NAS PDF files to Database records. Andrew Blair started things off by writing a fuzzy search program for books. Bob and Andrew are working on a similar program for 112,005 magazines as of Oct 10, 2021. We need a similar program for AUDIO however with only a couple hundred files, matching records with file names manually might be faster than fiddling with a program. You can see some write-ups on this on the Staff Only page: <https://anrl.org/staff-only#namematch>



Access to WNRL archives on the Patron Kiosk

Login using patron@anrl.org and navigate to the "Files shared with me" within the Google Drive app. We are trying to educate all Librarians in the use of the Patron Kiosk so they can help patrons. <https://bit.ly/3HbcEpT>

Access to ANRL Archives on the Patron Kiosk

ANRL Archives are installed directly on the Patron Kiosk today and they can be viewed without using a password. We will have a new procedure for viewing files when the Patron Kiosk syncs with GW.

Digital Archives

The archive lives on **NAS**. We sync the archive with GW and have backups on external hard discs. A number of pages on the **Staff Only** pages of anr.org were written for the old 'lightning zapped' DS218 and are now being updated for our new DS220+. There are various ways to load data onto NAS: Drag and Drop files into the **NAS File Station** (a file browser), FTP, from a connected USB external hard disc, and with shared drives connected to a local computer. You can see a NAS Stats report that shows the number of files of different types in each archive folders. <https://bit.ly/31eweAP>

Amazon Smile Program

Nearly everyone uses Amazon for purchases. ANRL is in the Amazon Smile program and we ask your support of

this program by designating ANRL as your supported activity. If you do that, ANRL gets a small percentage of the total purchase price at no additional cost to the you. To do this, just click the unique charity link to go to the Amazon site and when Amazon comes up, you will be in Amazon Smile. ANRL's unique charity link is <https://smile.amazon.com/ch/59-1939933>

How I Do What I Do (HIDWID)

Some new volunteers have brought new capabilities and procedures to ANRL. If or when you do something new that you or somebody else may be repeating in the future, it's a good idea to document the process you use. We recommend that before doing things a new way to review the existing procedures and discuss it with team leaders. There is a Webpage that records HIDWID for each volunteer. <https://anrl.org/how-i-do-what-i-do> All of our new volunteers should glance through this page to see what others have written. It's important for all of our volunteers to update their HIDWID page with enough details that the process being used can be useful to others.

VI. Trivia

Did you notice the background image used in this Newsletter? A challenge for all of our researchers is to identify the lady in that photo. Send replies asap to claim your prize 😊

VII. Editor and Producer of this Newsletter

Bob Proctor (ANRL VP) worked with Dave Foote (ANRL VP2) to create and produce this newsletter. Send your questions, comments, and suggestions to admin@anrl.org. We are

working on the next edition of this newsletter now and have a planned release date of YE 2021. We welcome your contributions.



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