



Fisher's Access Services Saves a Tree or Two

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Agenda

- Google Drive Article Pull Slips
- Inventory
- Wiki
- Doc Delivery Holds
- What Else!? What's next?



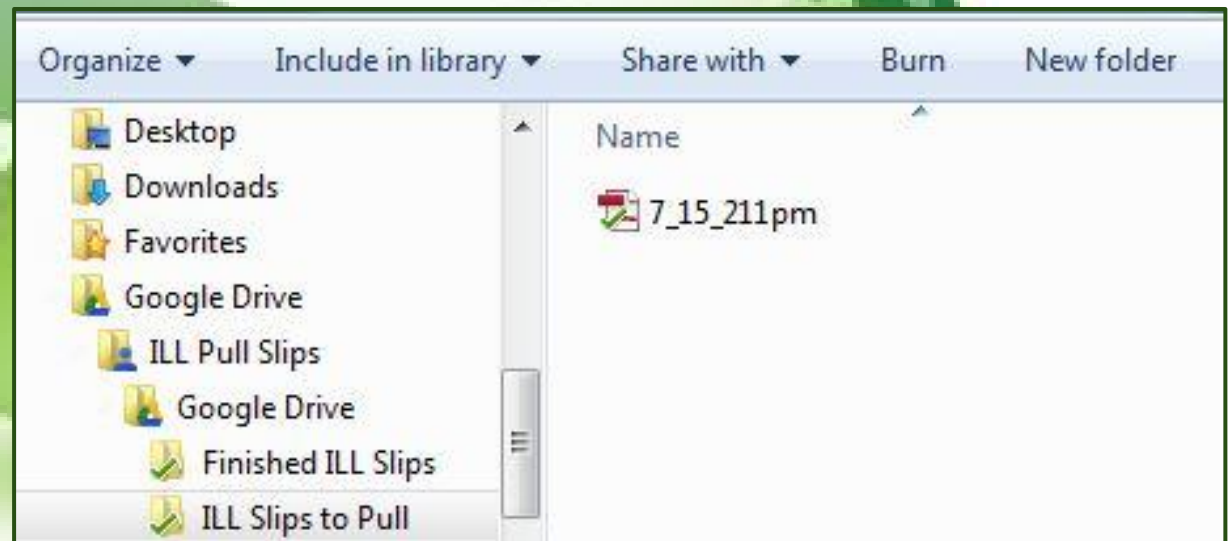
Google Drive Article Pull Slips



Google Drive Article Pull Slips

● Implementation

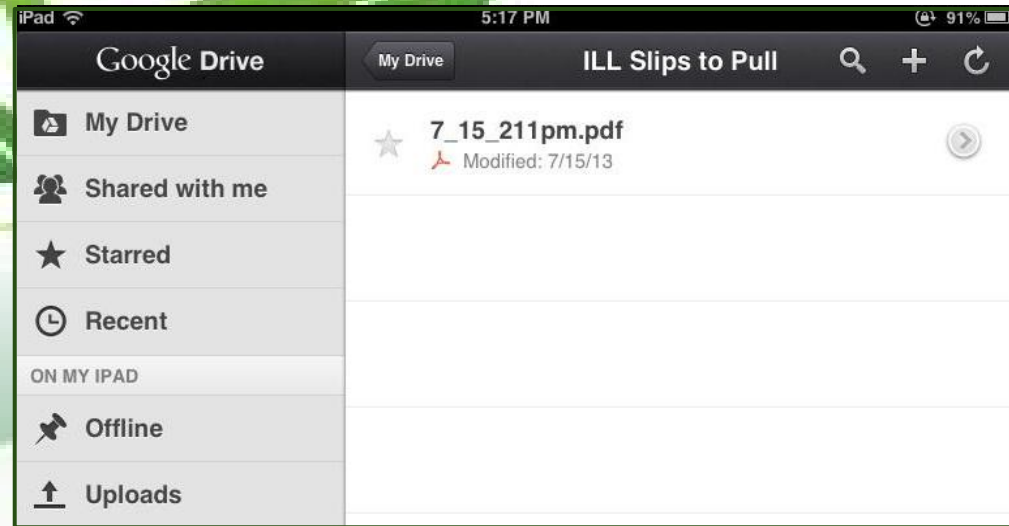
- "Print" all Awaiting Stacks Searching article requests from ILLiad to Adobe PDF printer
- Save PDF pull slip in "ILL Slips to Pull" folder on Drive for PC
 - File name: day_month_time



Google Drive Article Pull Slips

Implementation

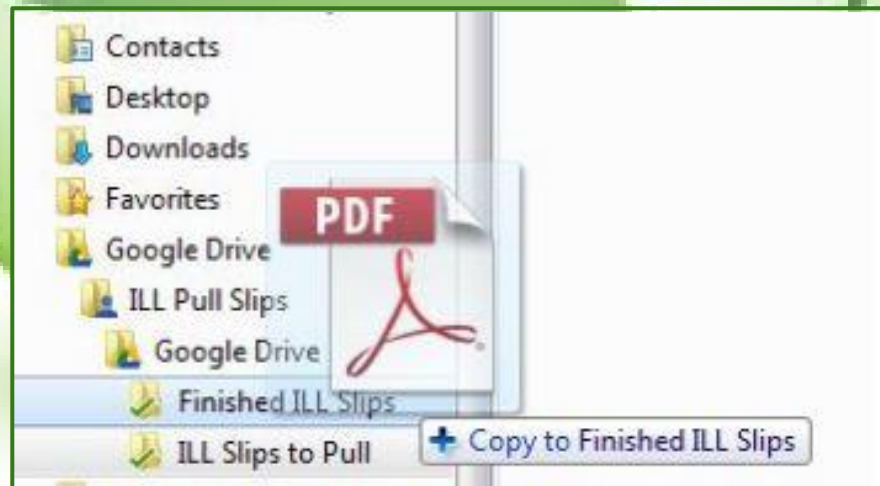
- Open up PDF pull slip on iPad app
- Retrieve and scan requests



Google Drive Article Pull Slips

● Implementation

- Move PDF pull slip to "Finished ILL Slips" folder (using app or Google Drive for PC)
- Send request within ILLiad



Google Drive Article Pull Slips



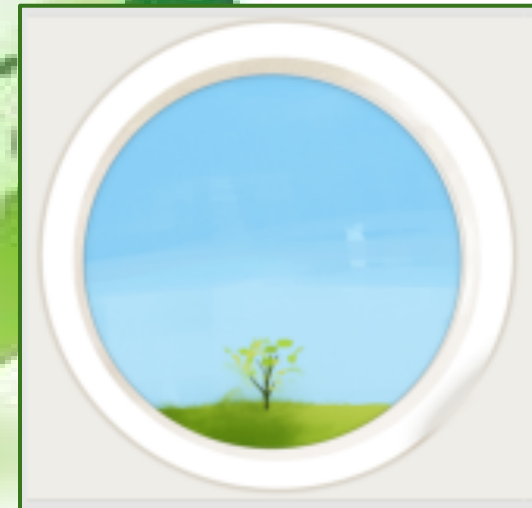
● Considerations

- Application selection/installation
 - **Google Drive** vs. Dropbox
 - Collaboration with Office of Information Technology
- File naming conventions
 - **Day/month/time** vs. TNs
- Training staff and students
 - Documentation: PDFs on department's Wiki
 - Getting people on board

Google Drive Article Pull Slips

● Benefits

- Going green
 - Aligning with vision of other campus departments
- Making pull slips available anytime, anywhere
- Decreases supplies cost/waste
 - ~1,000 articles/semester
 - 100% paperless as of May 2013
- More efficient process overall



Google Drive Article Pull Slips

● Challenges

- Staff/student learning curve
- iPad is multi-purpose; sometimes in use
- Google-dependent



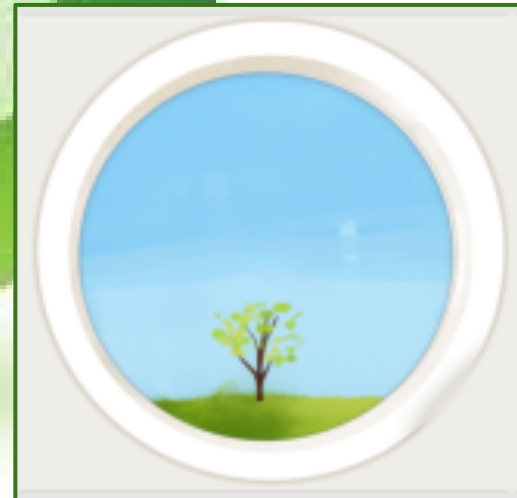
Google Drive

www.chrome.google.com

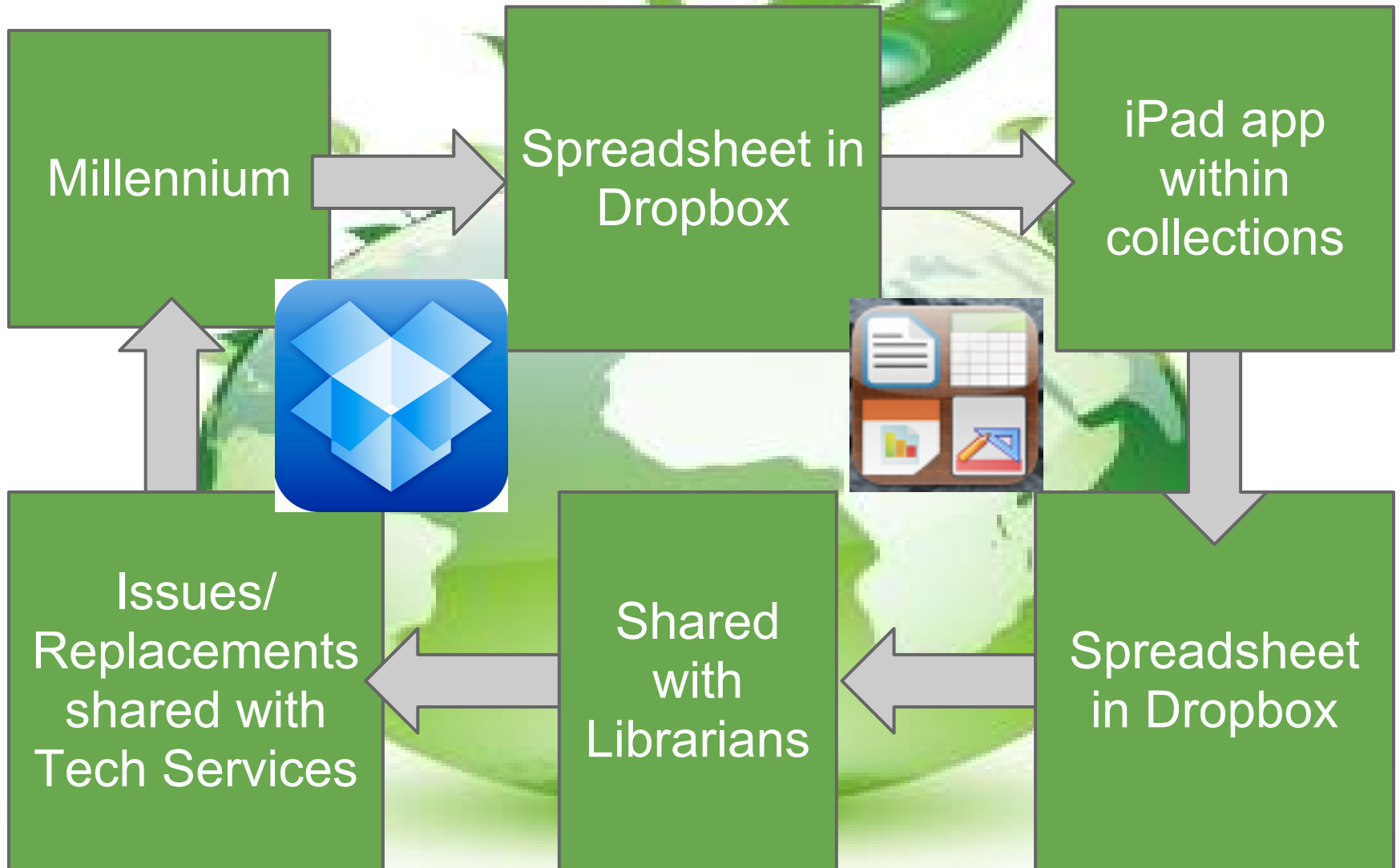
Inventory

A green plant with several leaves is growing out of a green globe that represents Earth. The globe is tilted and has a soft shadow underneath it. The background is white.

- Paperless process
- All collections:
 - Reference Area
 - Leisure Books and DVDs
 - General Collection
 - Curriculum Center

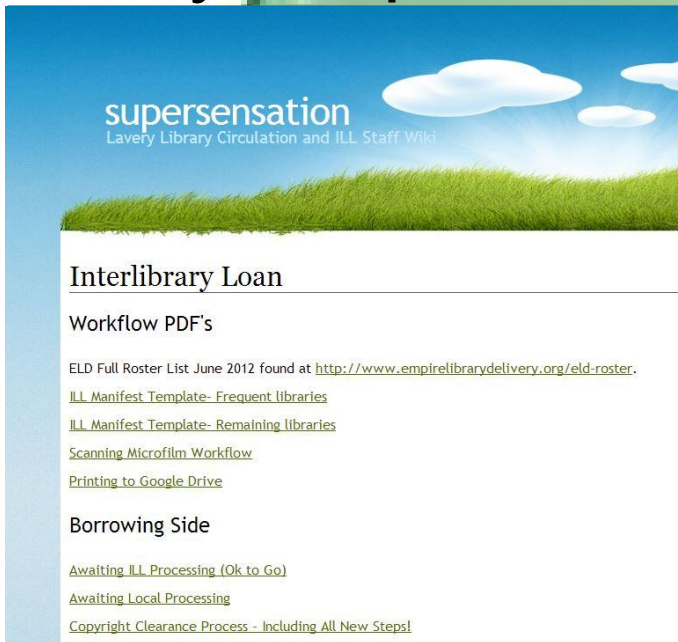


Inventory



Wiki

- Paperless manual for staff/students
- Added [information](#) in one place
- Accessible at all times
 - At work
 - From home
- Easy to update



The screenshot shows the homepage of the 'supersensation' Wiki. The header features the title 'supersensation' and the subtitle 'Lavery Library Circulation and ILL Staff Wiki' against a background of a blue sky with clouds and a green grassy horizon. Below the header, the main content area is titled 'Interlibrary Loan' and lists various workflow documents and borrowing side information.

supersensation
Lavery Library Circulation and ILL Staff Wiki

Interlibrary Loan

Workflow PDF's

- ELD Full Roster List June 2012 found at <http://www.empirelibrarydelivery.org/eld-roster>.
- [ILL Manifest Template- Frequent Libraries](#)
- [ILL Manifest Template- Remaining Libraries](#)
- [Scanning Microfilm Workflow](#)
- [Printing to Google Drive](#)

Borrowing Side

- [Awaiting ILL Processing \(Ok to Go\)](#)
- [Awaiting Local Processing](#)
- [Copyright Clearance Process - Including All New Steps!](#)



The screenshot shows the homepage of the 'circsensation' Wiki. The header features the title 'circsensation' and the subtitle 'Library Circulation Sensation Wiki' against a background of a blue sky with clouds and a green grassy horizon. Below the header, the main content area is titled 'Who are we?' and provides information about the Lavery Library's Access Services Department and the purpose of the Wiki. A navigation menu is located on the right side of the page.

Search this site Search

circsensation

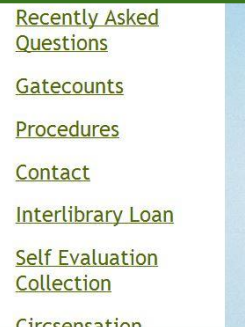
Library Circulation Sensation Wiki

Who are we?

The sensational people working in Lavery Library's Access Services Department!

The Circulation Wiki is a place for circulation and interlibrary loan staff and student workers to find answers and resources all in one place!

- [Welcome page](#)
- [Announcements](#)
- [Timesheet](#)
- [Procedures](#)
- [Headcounts](#)

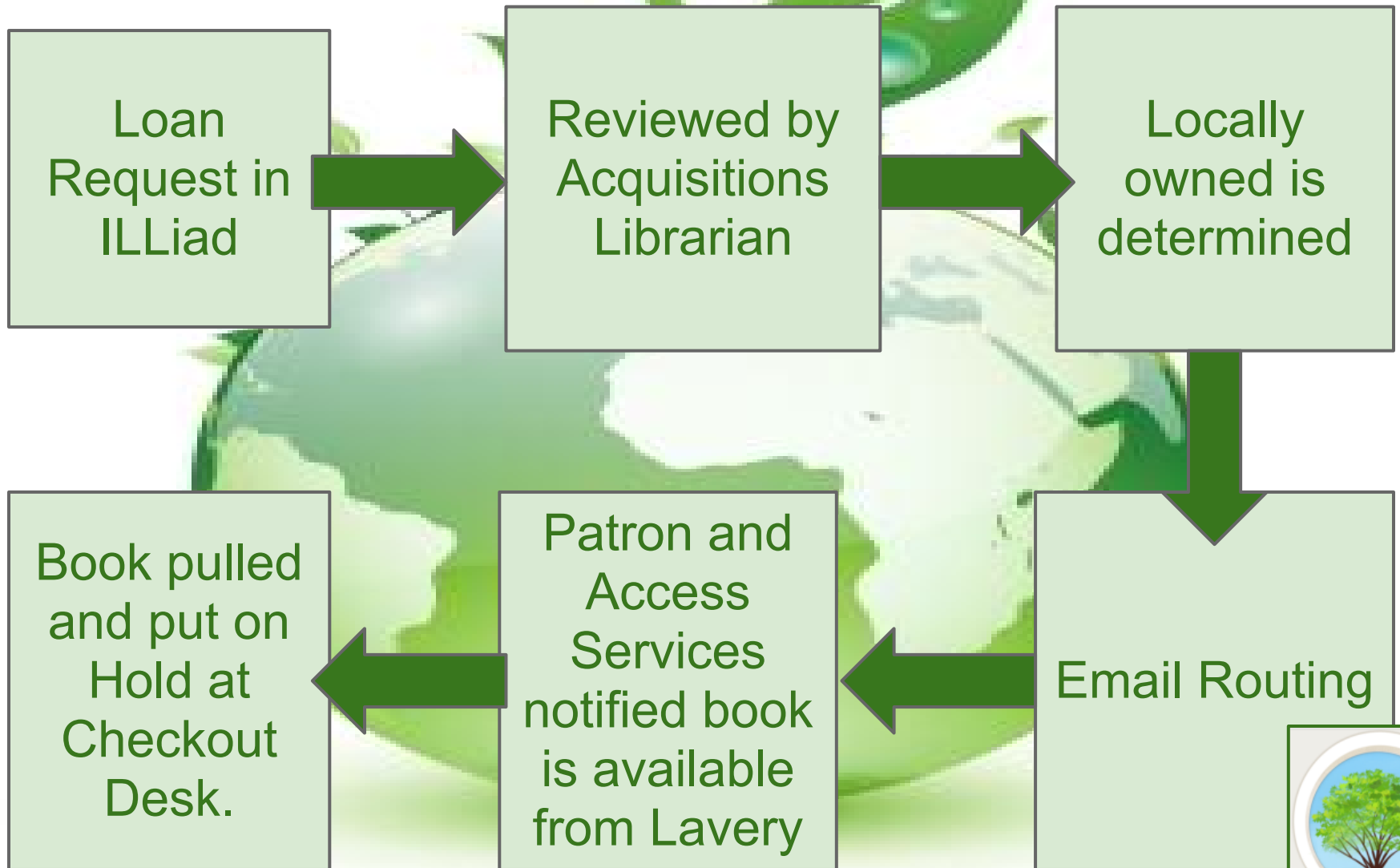


The screenshot shows a vertical navigation menu with the following items:

- [Recently Asked Questions](#)
- [Gatecounts](#)
- [Procedures](#)
- [Contact](#)
- [Interlibrary Loan](#)
- [Self Evaluation Collection](#)
- [Circsensation](#)



Doc Del Holds



What Else!? What's Next!?



- Bigger projects
- Bound periodical project
- Headcounts
- Timesheets

- Continual collection maintenance
- Library wide training snapshots
- ILL Loan Slips



Loan Pull Slips

- Why print before ready to ship?
 - Was book found?
 - Able to circulate?
- Next level of batch processing





Questions