Fisher's Access Services Saves a Tree or Two

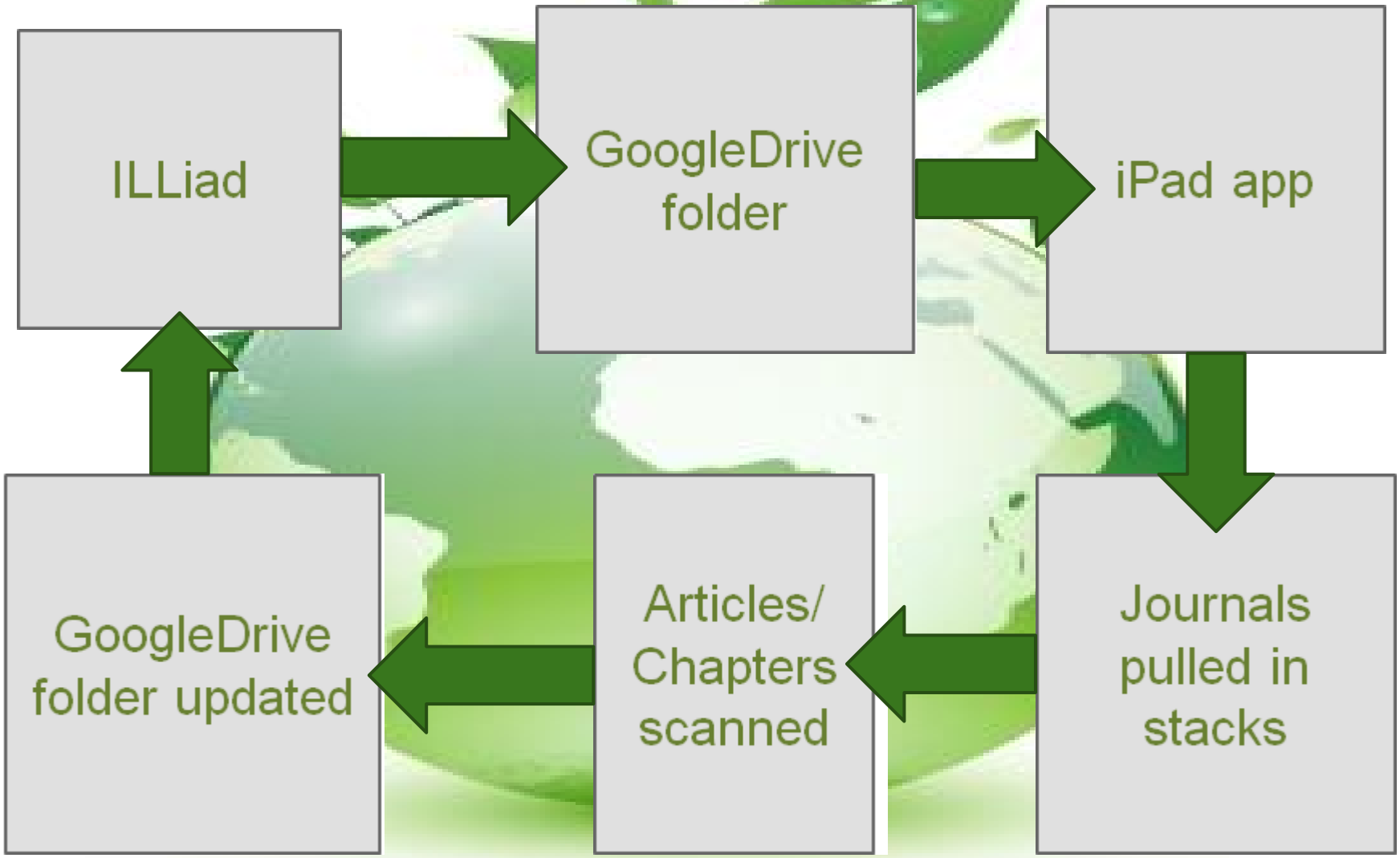
Kourtney Blackburn, St. John Fisher College
Micquel Little, St. John Fisher College

Background: www.neee.com

Agenda

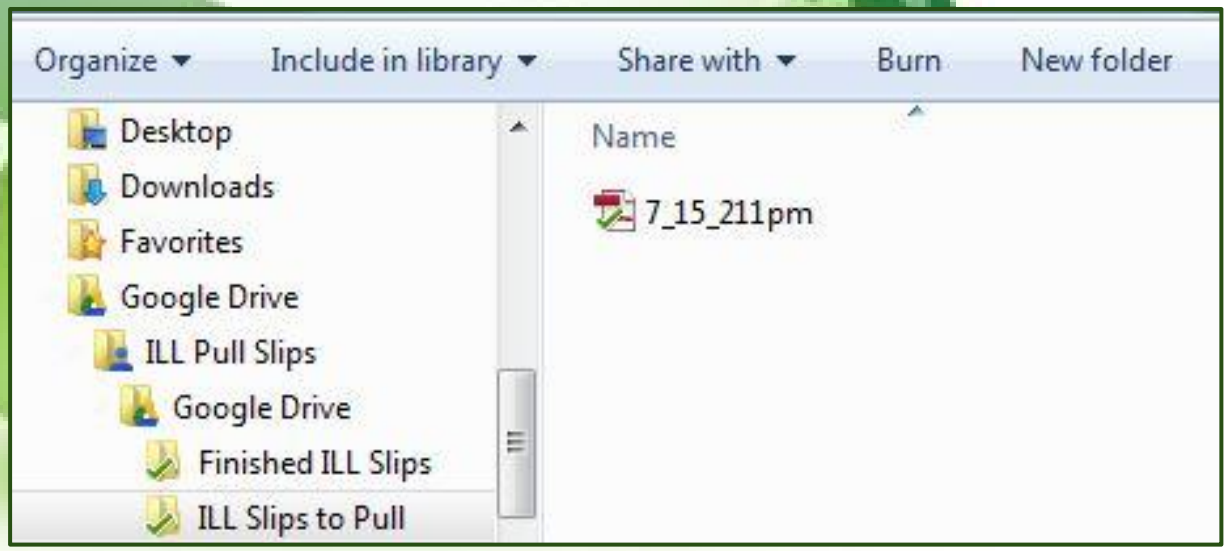
- Google Drive Article Pull Slips
- Inventory
- Wiki
- Doc Delivery Holds
- What Else!? What's next?

Google Drive Article Pull Slips



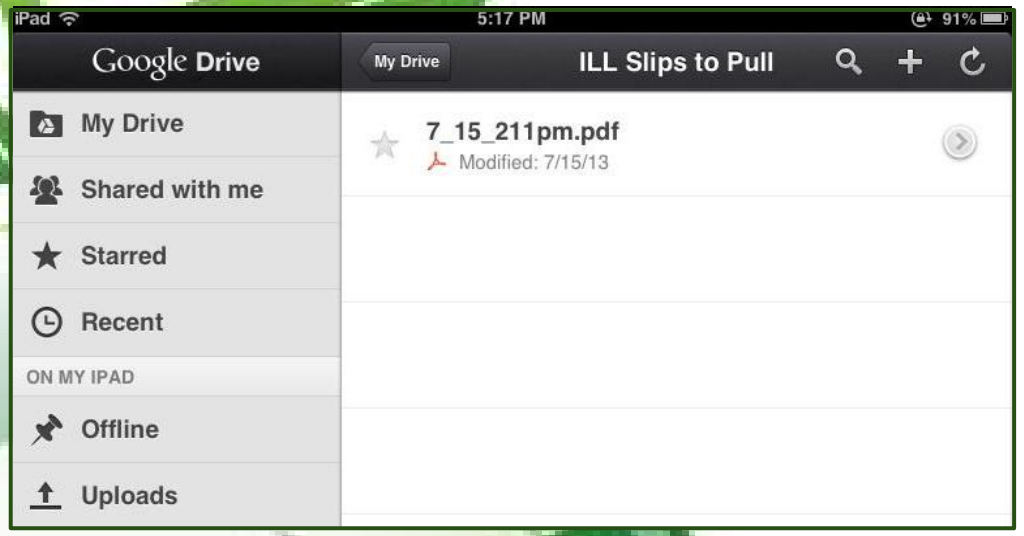
Google Drive Article Pull Slips

- 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



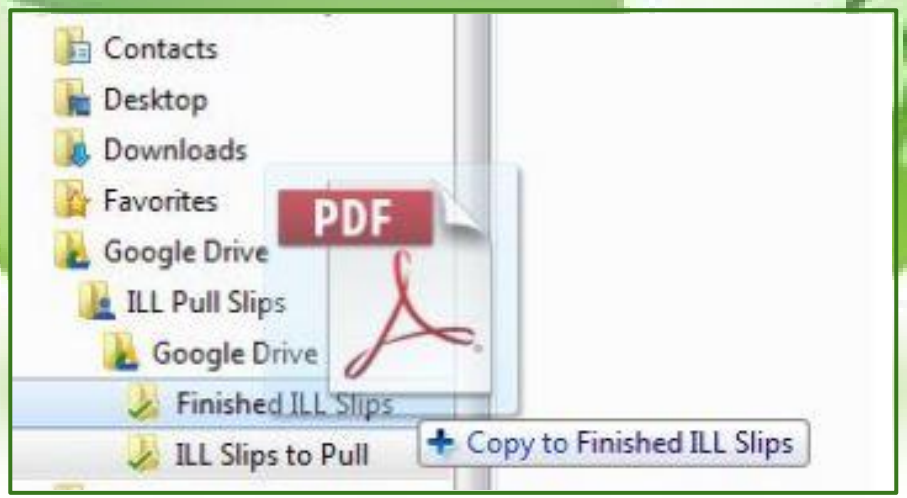
Google Drive Article Pull Slips

- **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

Tree images from
http://delariman.
com/portfolio/ads_mesirow_2009_01.html

Google Drive Article Pull Slips

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

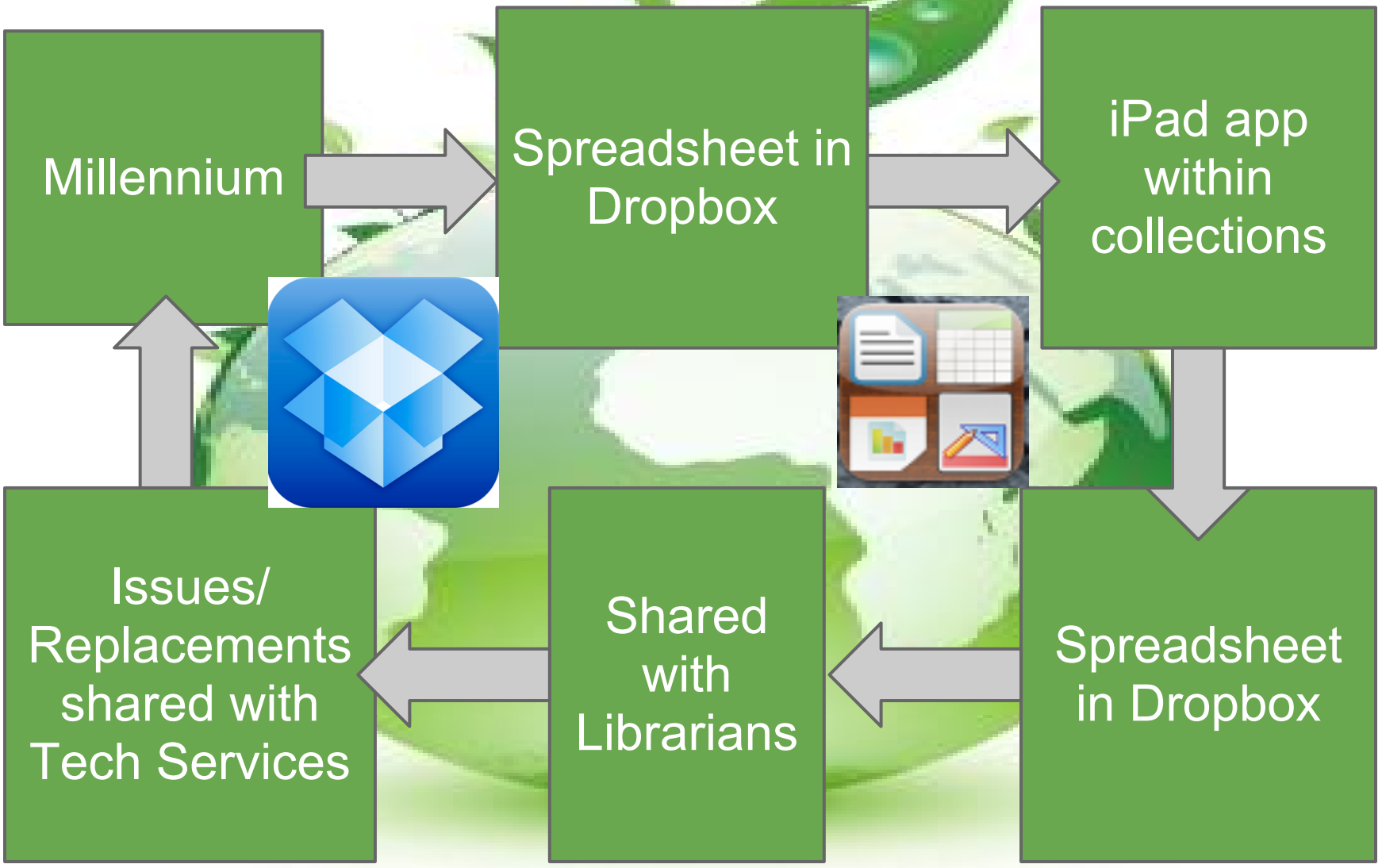
www.chrome.google.com

Inventory

- Paperless process

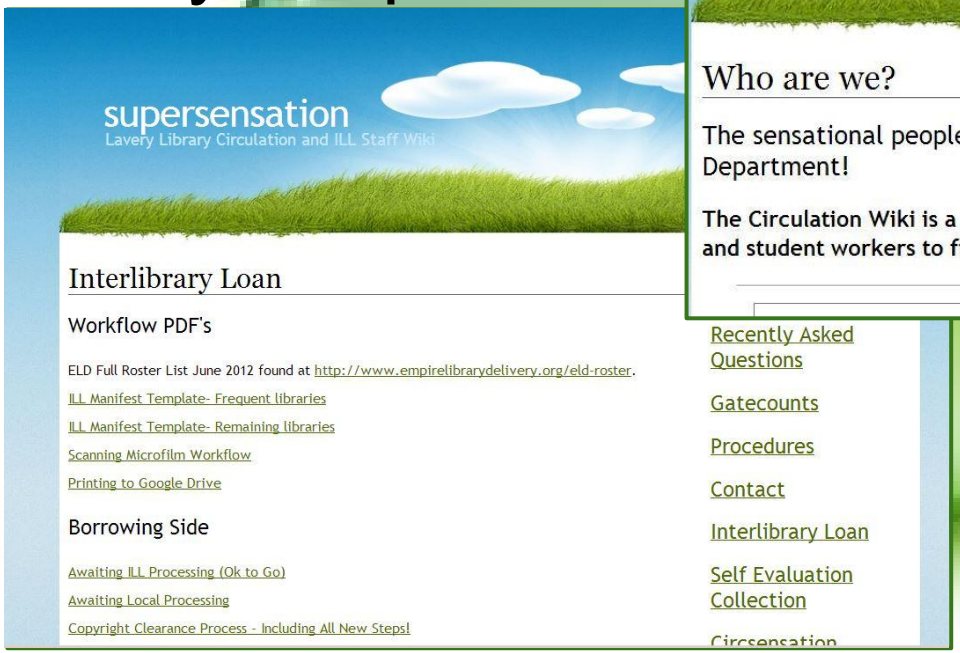
- All collections:
  - Reference Area
  - Leisure Books and DVDs
  - General Collection
  - Curriculum Center

Inventory

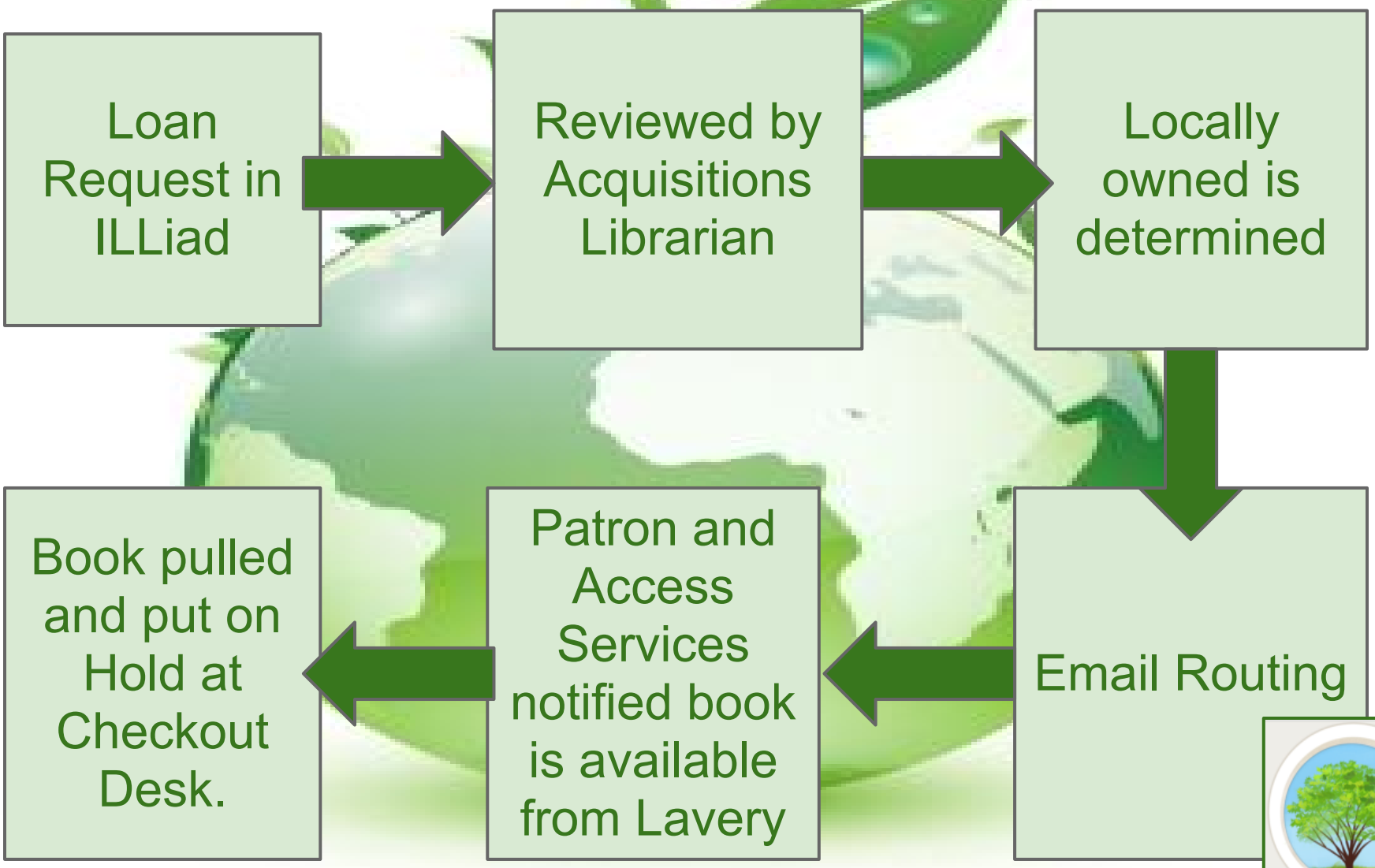

Millennium
Spreadsheet in Dropbox
iPad app within collections
Spreadsheet in Dropbox
Shared with Librarians
Issues/ Replacements shared with Tech Services

Wiki

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



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