Fisher's Access Services Saves a Tree or Two

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Disciplines
Library and Information Science

Comments
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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

- 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
Inventory

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

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

Loan Request in ILLiad

Reviewed by Acquisitions Librarian

Locally owned is determined

Book pulled and put on Hold at Checkout Desk.

Patron and Access Services notified book is available from Lavery

Email Routing
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