

# HELPFUL HINTS



*IDS Conference  
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## Equipment:

- **Printers** - Would having a printer solely dedicated for bookstraps increase productivity? Now article slips can be printed without delay.
- **ARI EL** - How many ARI EL workstations do you have? Having two workstations—one for sending and one for receiving—doubles productivity! No more waiting in line to process received articles or to scan articles to requesting libraries.
- **Copier** - Having a multifunctional copier such as a Konica Station will really make your work easier. It's a copier, scanner, printer, and fax machine all in one. It automatically erases black edges to give a perfect copy every time. No more resend requests!
- **Computer monitors** - Believe it or not, a 21 inch monitor really improves workflow. Staff can easily work in multiple programs simultaneously.
- **Cordless phone** - Cordless phones enable you to walk where you need to be while helping a customer, instead of putting them on hold while you get the information they need.
- **Staff** - Do you have staff (including student workers and supervisors) who will work evenings and weekends to keep the work flow moving? They can really assist full time staff, keep an eye on the quality of copies being sent, update materials on time, keep other student workers moving on tasks, etc. During peak times, do you enlist student help from other departments for gathering books and journals from the shelves and making photocopies?
- **Miscellaneous** - Did you know that when you search your catalog within ILLiad for books or journals, you can set the function to simply paste the title instead of the tedious copy and paste!
- You can also set a function in ILLiad to have your article titles print out in alphabetical order and your bookstraps to print out in call number order. This is a great time-saver!
- Have barcodes print out on bookstraps! This saves you time by not having to type in the TN or ILL number.
- **Copyright** - Report titles over the copyright limit through ILLiad using the Copyright Gateway Interface. A lot of time can be saved by taking advantage of the ILLiad copyright tracking feature and link to the Copyright Clearance Center. For more details go to Atlas Systems Documentation URL at: <http://www.atlas-sys.com/documentation> and click on the "Borrowing Guide" link. Then review Chapter 37 for instructions.
- **Updating Records To Shipped Before Sending** - This will insure that duplicate requests will not be sent to borrowing library. It also eliminates the chance of a mix-up, i.e., book(s) being returned to the wrong library when patron is finished with it.
- **Instant Messenger** - AIM Instant Messenger enables IDS staff to communicate with other libraries, answer faculty questions, and provide information quickly (and without long-distance charges!)