ILL Librarians' Toolbox; tips and tricks for BUSY ILL Librarians

2103 IDS Project Conference
Peter Bae
Butler Library
Columbia University(ZCU)
YOU GOT A RAISE! WHY ARE YOU SO DOWN?

I HAVE TO DO THE JOBS OF TWO GUYS WHO WERE LAID OFF.
Multi-tasking or distraction?

How to get more time during the day?
How to spend the time more efficiently?
How to stay SANE?
Ideas for managing your Emails and ILL requests without
Manage Your Emails (1)

_Five sneaky email cheats for “Inbox Zero”_

by Merlin Mann

- The Template
- The Link
- The Question
- The “I don’t Know”
- The Delete Key
Manage Your Emails (2)

Can Gmail let you achieve the myth of “Inbox Zero”? Forwarding your office email to Gmail?

Pros:
Superior Search Features, Ubiquitous access, Many add-ons and tools.

Cons:
Privacy(Personal and Patrons), Back-up, Internet Connection issue.
Manage Your Emails (3)
Sending emails from your office account while on Gmail.

Settings

Send mail as:
(Use Gmail to send from your other email addresses)
Learn more

Peter Bae <culilidd@gmail.com>
Peter Bae <bibliotecario@gmail.com>
Not an alias.
S.I. Bae <ciaoclio@gmail.com>
Not an alias.
Peter Bae <sb3275@columbia.edu>
Mail is sent through: send.columbia.edu
Secured connection on port 465 using SSL
Add another email address you own

When replying to a message:
- Reply from the same address the message was sent to
- Always reply from default address (currently sb3275@columbia.edu)
(Note: You can change the address at the time of your reply. Learn more)
Manage Your Emails (4)
Labels, Preview Pane and other Buttons
Manage Your Emails (5)
Gmail Labs for productive tools
Manage Your Emails (6)
Canned Responses
Manage Your Emails (7)

Inbox Taps, Filters, Tasks and Gadgets
Manage Your Emails (8)

“There are endless systems for achieving a clean inbox but, like diets, most everyone ends up failing. The answer then is accepting that it’s impossible, and then finding peace of mind by focusing on what matter most.”

Manage Your ILL Tasks (1)

More time-consuming requests; with difficult, odd, exotic, foreign language, and plainly incorrect citations from “difficult” patrons.
Manage Your ILL Tasks (2)

Why that happens? “Information Flood” by

So the solution can be found in
Manage Your ILL Tasks (3)

Yet, check your workflow first.

“Direct” everything.
Trust All Your Lenders.

IDS Toolkits will help greatly to get more time for those daunting requests.
Manage Your ILL Tasks (4)

How Google Works;

• Googlebot,

• Index Server

• Query Processor

• Doc Server.
Manage Your ILL Tasks (5)

Simple Google Search;

• Quote or not Quote?
• Stop Words, Word Limit (32 words)
• Terms Nearby, Terms in Order.
• Not Case-Sensitive, Characters Ignored(! ?, . ;)
• [we’re]or [were] will have different results
• [part-time] will find part-time, parttime, part time

*Interactive online Google tutorial and references - Google Guide: http://www.googleguide.com/*
Manage Your ILL Tasks (6)

Advanced Google Search; Search Operators

- allinurl: [allinurl:.globalization mil]
- allintitle: [allintitle: globalization struggle]
- filetype: [globalization filetype:xls]
- site: [globalization site: oxford.ac.uk]
- allintext: [allintext:globalization]
- - operator: [globalization -"el nino"]
- * operator: [Girl who * fire]
- Define: [define:globalization]
- Cache: [cache:http://workflowtoolkit.wordpress.com/]
More thoughts on Google Search

• How to select search terms to reduce the results: uncommon words

• How to combine search terms: combination which will give the least amount of search results. [“pp.22-48” Gaddis]

• Consider the people who created the information on the web. (i.e. scholarly publication)

• Google is a good TOOL and you are the one who use it. (i.e. Google book and OCR)
Manage Your ILL Tasks (8)

And more ...

• Google is not the only search engine; what about *100 Search Engines for Academic Research* or *Wayback Machine*?

• Traditional reference materials (i.e. NUC, bibliographies and Indexes)

• Book is still very relevant resource for citation verification.

Filter Bubble: A result state in which a website algorithm selectively guesses what information a user would like to see based on information about the user.

If so, can we utilized the filter bubble?
Some time saving tips for web-navigation.

• The Power of CTRL+F (Find).
• Check Target Link at the bottom of web-browser.
• Understanding the anatomy of a webpage; web URL as directory structure, File naming Patterns
• Open Link in New Tap or Windows; keep the search results and navigate in a separate windows
View inside the web-page (CTRL+U) to get more info.
Getting some outside helps(1)

• The Slavic Reference Service - University of Illinois at Urbana-Champaign
  http://www.library.illinois.edu/spx/srs.htm

• East Asian Gateway Service - University of Pittsburgh
  http://www.library.pitt.edu/libraries/eal/Gateway-Home.htm

• In-house Language Expert list.

• My “hair-tearing” request is someone else’s fun; then, “Share the Fun.”
Getting some outside helps(2)

• Language tools; Foreign alphabet/number/Library glossary chart;
• ALA-LC Romanization Table; http://www.loc.gov/catdir/cpso/roman.html
• International Standard Numeral Systems.
• Google Translate; http://translate.google.com/
Time saving windows shortcut keys

- **F1**: Help
- **CTRL+ESC**: Open Start menu
- **ALT+TAB**: Switch between open programs
- **ALT+F4**: Quit program
- **CTRL+C**: Copy
- **CTRL+X**: Cut
- **CTRL+V**: Paste
- **CTRL+Z**: Undo
- **CTRL+A**: Select All
- **CTRL+F**: Find
- **Double Click**: Select the word
- **Triple Click**: Select the Line
Time Saving web browser shortcut keys

- **CTRL+1-8** – Switch to the specified tab, counting from the left.
- **CTRL+9** – Switch to the last tab.
- **CTRL+Tab** – Switch to the next tab.
- **CTRL+W**: Close the current tab.
- **CTRL+T**: Open a new tab.
- **ALT+Left Arrow**: Back.
- **ALT+Right Arrow**: Forward.
- **CTRL+L**: Select the address bar.
- **Home**: Top of page.
- **End**: Bottom of page.
- **SPACE(SHIFT+SPACE)**: Page Down(Up)
ILLIiad has shortcut keys, too.

Tips and Shortcuts for ILLIiad
https://prometheus.atlas-sys.com/display/illiad/Tips+and+Shortcuts+for+ILLIiad
Some Hardware Help (1)
Multi-Monitors
Some Hardware Help (2)
Programmable Keyboard
(Not in production but there are other types)
“Nobody dies because of an ILL request.”
Any ideas to share?
References


