Implementation

St. John Fisher College

- Efficiency
- Align with campus initiatives, build upon green efforts
- Utilize existing technology (iPad in Access Services, Google Drive on campus)

Fall 2012: Piloted paperless lending articles

Spring 2013: Fully paperless articles

Spring 2014: Fully paperless, to point of shipping loans

Nazareth College

- Go Green Challenge - Summer 2013
- A “free” iPad!
- An IDS Partner Visit to Fisher!
- Utilizing Google Drive and GoodReader

Fall 2013 - implemented
By the numbers

St. John Fisher College

- Would have “printed” 633 lending article requests for scanning in ’14-15 FY
- Received 250 lending loan requests that had to be cancelled after “printing”
- Would have “printed” at least 70 doc del article requests
- Would have “printed” at least 71 doc del loan requests
- Used ~460 “sheets” of paper for ELD delivery manifest

Nazareth College

- Would have “printed” 8211 lending article requests for scanning in ‘14-15 FY
- We don’t print loans to iPad (yet) - 2446
- Would have ‘printed’ at least 7,186 doc del article requests
- We don’t print doc del loans to iPad (yet) - 236
- Used about 52 sheets for our ELD manifest (weekly sheet)
The math

St. John Fisher:

- 703 article requests ÷ 3 per sheet = 234 sheets of paper. (Rarely do print jobs equal out to exactly 3 requests per page. So, add 100 sheets where only 1 or 2 requests printed).

  234 sheets + 100 sheets = 334 sheets of paper for articles

- 250 loan slips ÷ 2 = 125 sheets. (Rarely do print jobs equal out to exactly 2 requests per page. So, add 50 sheets where only 1 was printed).

  175 loan slips + 70 doc del loan slips + 460 ELD Manifest pages = 705 pages for loans/manifests

  334 sheets for articles + 705 sheets for loans/manifests = 1,039

  1 Ream of paper = 500 sheets/6 lbs. 1 tree produces 200 lbs of paper

...12 lbs of paper = 1/16th of a tree per year

Nazareth College:

- 8,000 requests ÷ 3 per sheet = 2,667 sheets of paper.

  (Rarely do print jobs equal out to exactly 3 requests per page. So, add 1,000 sheets where only 1 or 2 requests printed).

  2,667 sheets + 1,000 sheets = 3,667 sheets of paper.

- 250 loan slips ÷ 2 = 125 sheets. (Rarely do print jobs equal out to exactly 2 requests per page. So, add 100 sheets where only 1 or 2 requests printed).

  175 loan slips + 70 doc del loan slips + 460 ELD Manifest pages = 705 pages for loans/manifests

  334 sheets for articles + 705 sheets for loans/manifests = 1,039

  1 Ream of paper = 500 sheets.

  3,667 ÷ 500 = 7 reams +

  7 reams = 42 lbs of paper

  1 tree produces 200 lbs of paper

  We’re using 1/5 tree per year just printing retrieval slips that get tossed away with 24 hours.
If all IDS Libraries were somewhat paperless...

http://www.fs.usda.gov/recarea/nfsnc/recarea/?recid=48634

https://imgflip.com/memegenerator/Conspiracy-Keanu
What you need
Pull Slips & Annotated Copy
Workflow

St. John Fisher College

- Print to PDF and save in ILL Slips to Pull folder on Google Drive
- Reprint loan slips on paper once we have item ready to go

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- ILLiad----> Print to PDF saved in Google Drive
- On iPad --->
  - Open in Google Drive
  - Open in Good Reader for editing
  - Upload the Annotated
- Students delete from Good Reader
- Supervisors troubleshoot any left-overs
- Supervisor deletes PDFs from GoogleDrive
Challenges

St. John Fisher

- Change in long-standing workflow
- Sharing iPad with Circ
- Steep learning curve for students/staff
  - Google Drive account troubleshooting
- Third Party App & Privacy

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- Learning curve
- Upgrade nixing app functionality
- Google Drive falling out of sync
- Third Party App & Privacy
- “Busy” Factor
- Charging? Oops!
Training & Cheat Sheets

St. John Fisher

- In print binder
- **Online** on ipad and computer:
- Printing To Google Drive

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1. Press Google Drive
2. Select the newest article slips (look for newest date and time stamp)
3. Once PDF is open "click" Open icon
4. Select GoodReader
5. Click on any Edit feature (right side of screen)
6. Select Create an Annotated Copy
7. Click Issue
8. Take to stacks, locate material, circle appropriate categories:
   a. Found, Not on Shelf...
9. Take to copier and scan. Enter TN # as doc name on Copier.
10. To upload your edits:
   a. Click MY DOCUMENTS (upper left)
   b. Click Manage Files
   c. From list on left select the Lending/DocDel Date...Annotated.pdf file
   d. Click Upload (under Manage Files)
   e. Click Upload (again – bottom of opened window)
   f. Highlight your Lending/DocDel Date ...Annotated.pdf file (or files if you have multiple files)
   g. Click Upload file (if uploading multiple files # will increase)
   h. Click Close
11. At workstation open the Google Drive icon
   a. Click Lending/DocDel Date ...Annotated.pdf file to open.
12. On workstation desktop, open Scan Docs folder and match TN # articles to their corresponding ‘pull slips’.
13. Copy/paste “pull slips” onto the TN # doc (as page 1).
14. Clean up any extra pages & quality control check!
Super small libraries vs. super big: Would it work?

- Savings
  - Resources
  - Time
- Efficiently using available resources
- It’s fun!
Other uses

- ELD Manifest
- Headcount/gatecount data
- Inventory
- Cheatsheets
Other uses for your Google Drive

- Common files
  - Shipping Manifests/Labels
  - Time Cards
  - Missing Issues List
Questions

Christine Sisak  
Nazareth College  
csisak5@naz.edu  
585-389-2184

Kourtney Blackburn  
St. John Fisher College  
kblackburn@sjfc.edu  
585-385-7340

Alicia Marrese  
St. John Fisher College  
amarrese@sjfc.edu  
585-385-8106