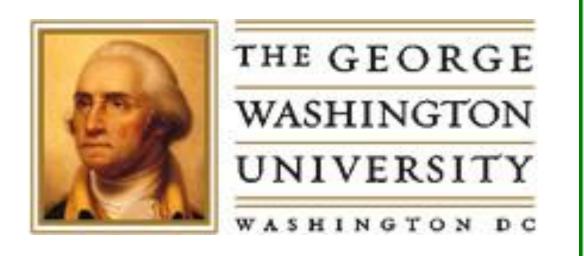# Greening of ILL at Himmelfarb Library

Yvonne Lee, Collection & Interlibrary Loan Coordinator; Alek Potrzebowski, ILL/Document Delivery Specialist;
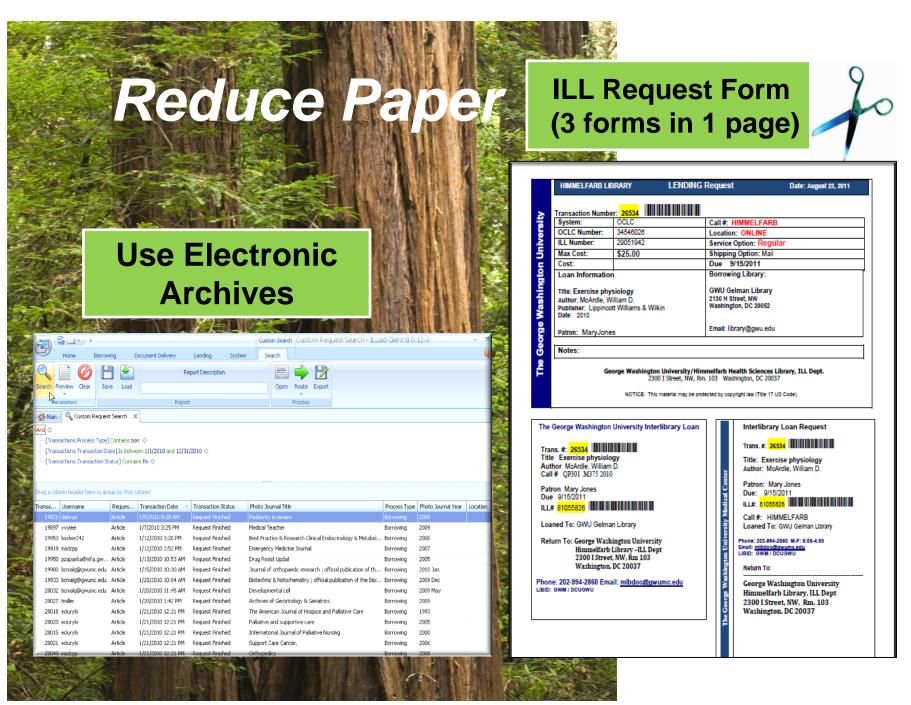Kathe Obrig, Associate Director, Collections and Access Services

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON DC

Background

Traditionally, the Interlibrary Loan (ILL) department consumed the largest amount of paper from routine printing of articles/chapters before delivery. In 2010, staff examined existing processes to find ways to print only when necessary and become a greener department.
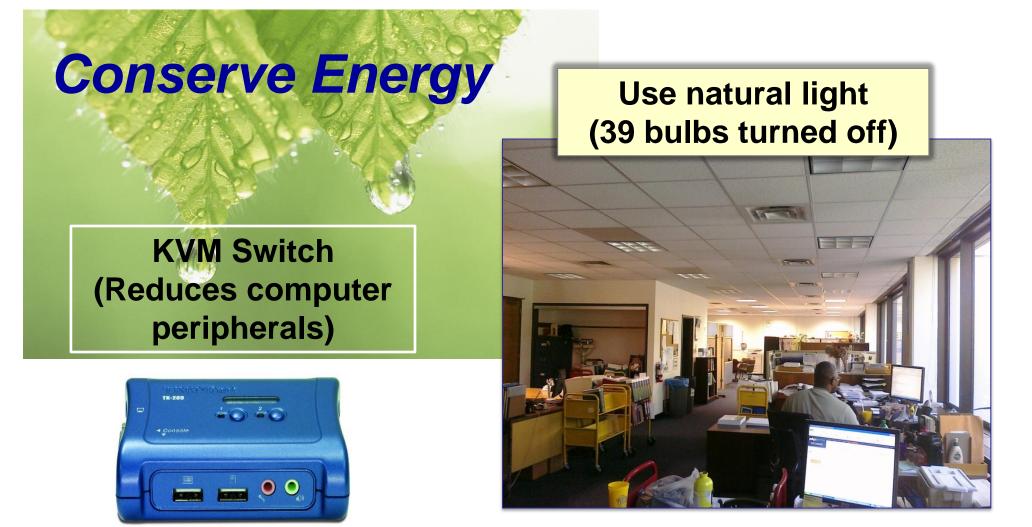
Objectives

- To be a green department by utilizing readily available resources in the library so that little or no investment of funds is required.
- To support the university wide initiative on sustainability.

Greening Steps

- Set up network scanner to scan documents instead of photocopying.
- Used following file conversion programs to convert articles in PDF to TIFF format as long as licensing allowed for electronic delivery:
  - Doc Morph
  - My Morph
  - Microsoft Document Writer
- Delivered articles electronically using Ariel, Odyssey, and OCLC Article Exchange.
- Replaced ILL print archives with the ILLiad database. Utilized ILLiad's custom reports features and set up an ODBC Connection with MS Access database for complex reports.
- Redesigned ILL request forms to fit multiple forms per page.
- Used a KVM switch to control 2 computers, eliminating a CRT monitor, keyboard and mouse.
- Set up a network printer for staff that only uses scrap paper.
- Emailed invoices and delinquent payment notices to patrons.
- Turned off 39 fluorescent light bulbs by lighting half the room and using natural light from window.

Green Outcomes

- Saved approximately 300lbs of paper annually.
- Significantly decreased paper/toner usage.
- Reduced printer breakdowns and maintenance.
- Improved document quality and provided faster turnaround time through scanning and converting processes.
- Saved library space and staff work time by eliminating print archives.
- Produced better responses with emailed invoices/payment notices.
- Increased knowledge of generating complex reports from electronic archives resulting in better understanding of ILL activity.
- Significantly reduced energy consumption

Conclusion

Favorable outcomes resulted in our effort to become a greener department. Deciding to go green proved not only good for the environment but also reduced library cost, workload, energy consumption and created staff awareness of the far-reaching impacts of their actions.

Reduce Paper

Use Electronic Archives

ILL Request Form (3 forms in 1 page)

Conserve Energy

KVM Switch (Reduces computer peripherals)

Use natural light (39 bulbs turned off)

Going Green

Saves Paper
Saves Equipment
Saves Energy
Saves Staff Time
Saves Money

Promotes awareness

Supports university and global missions

12 Boxes = 360LBS

Paper Saved=300 LBS

2 Boxes = 60 LBS

2009 — Present

ILL Archives