



Greening of ILL at Himmelfarb Library

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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

