



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)

Trans #	Username	Request #	Transaction Date	Transaction Status	Photo	Journal Title	Year	Location
19837	nyvlee	Article	1/7/2010 3:25 PM	Request Finished		Medical Teacher	2000	
19953	ksche242	Article	1/7/2010 3:25 PM	Request Finished		Best Practice & Research Clin Endocrinology & Metabol	2000	
19919	androp	Article	1/7/2010 3:25 PM	Request Finished		Emergency Medicine Journal	2007	
19902	msand@georgetown.edu	Article	1/7/2010 10:53 AM	Request Finished		Drug Toxicol	2005	
19900	ksche242@georgetown.edu	Article	1/7/2010 10:30 AM	Request Finished		Journal of orthopaedic research : official publication of the	2002	Jan
19923	ksche242@georgetown.edu	Article	1/20/2010 10:04 AM	Request Finished		Bioelectronic & photochemistry : official publication of the Soc...	2009	Dec
20022	ksche242@georgetown.edu	Article	1/20/2010 11:49 AM	Request Finished		Developmental cell	2009	May
20027	ksche242	Article	1/20/2010 11:41 AM	Request Finished		Archives of Biochemistry & Biophysics	2009	May
20019	ksche242	Article	1/21/2010 12:21 PM	Request Finished		The American Journal of Hospice and Palliative Care	1993	
20020	ksche242	Article	1/21/2010 12:21 PM	Request Finished		Palliative and supportive Care	2009	
20023	ksche242	Article	1/21/2010 12:21 PM	Request Finished		International Journal of Palliative Nursing	2005	
20024	ksche242	Article	1/21/2010 12:21 PM	Request Finished		Support Care Cancer	2006	
20026	ksche242	Article	1/21/2010 12:21 PM	Request Finished		Orthopedics	2009	

Conserve Energy

Use natural light (39 bulbs turned off)

KVM Switch (Reduces computer peripherals)

Going Green

- Saves Paper
- Saves Equipment
- Saves Energy
- Saves Staff Time
- Saves Money

Promotes awareness Supports university and global missions

