

Greening the Library

Using technology to achieve the library's green goals

About us

Heather - a tinkerer, works for the MLC; a dog person



Christa - Heather's biggest headache, loves to say "I have an idea" but has no skills to do anything herself; a cat person

Idea

Libraries are the original recyclers.



How can we do better?

- LED lights and motion detectors
- Digital signage
- Window tinting
- Online sign-up and event reg forms
- Bike repair station
- Water bottle filler - 6,525 bottles saved!
- Landscaping changes
- PCs for People partnership and technology recycling drives
- Removing straws and styrofoam from the breakroom
- Thoughtful summer/winter reading prizes
- Digital board packets
- Recycling bin at every desk, in every room



Line Up

- ILS printouts - Fewer and shorter!
 - Check out receipts and e-receipts
 - Items out lists
 - Daily Picklist
 - Notices
- Supportive group policies - sleep timers, automated shutdowns
- Discuss



Receipts

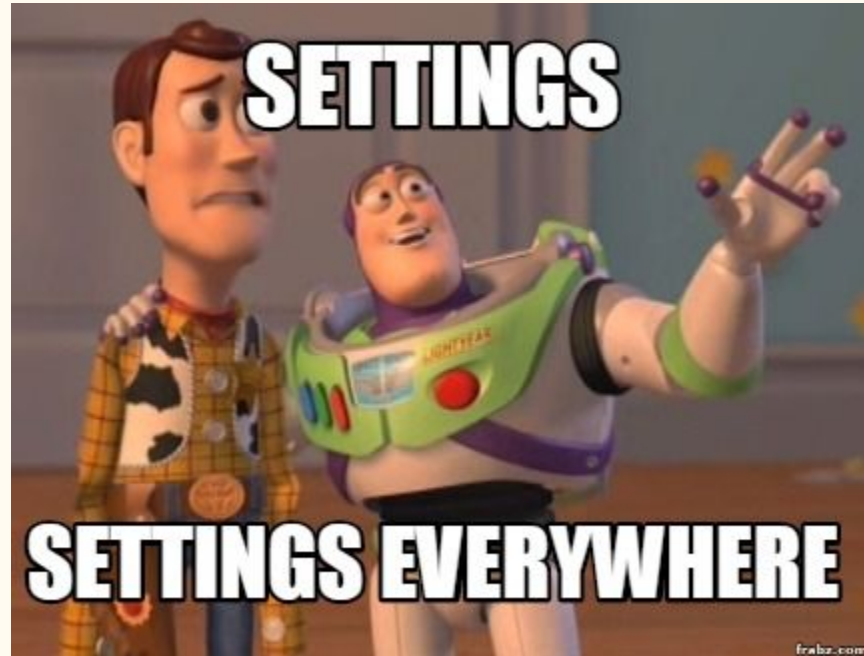
- Typical receipt paper is not recyclable
- Staff and patrons alike mostly throw receipts in the trash
- Transit slips and hold slips are by their nature temporary
- Receipt paper and printers cost money!
- Do people even want this?

Printouts

- Libraries generate dozens of “future trash” pieces of paper daily - picklists, ILL requests, administrative documents
- Printers, large paper, and TONER cost even more money!
- We recycle when we can, but why not avoid it when possible?

How can the ILS help?

The ILS controls the frequency, number, and content of our receipts and notices.



Hold Slips

Kirkwood has self holds, so we need the flags to be long enough to be easily seen.

However, their size was excessive.

We shortened the trailing lines and tinkered with the length until it was functional.

Number of trailing blank lines:

^
v

Hold Slips

Stei, S

9394

Tuesday, January 25, 2022

31300010029749

Stei, S

9394

Tuesday, January 25, 2022


31300010029749

Checkout Receipts

The content of the checkout receipts had not been edited in years.

Check-out Receipt Options [KI (br): Kirkwood Public Lib

Settings defined at...

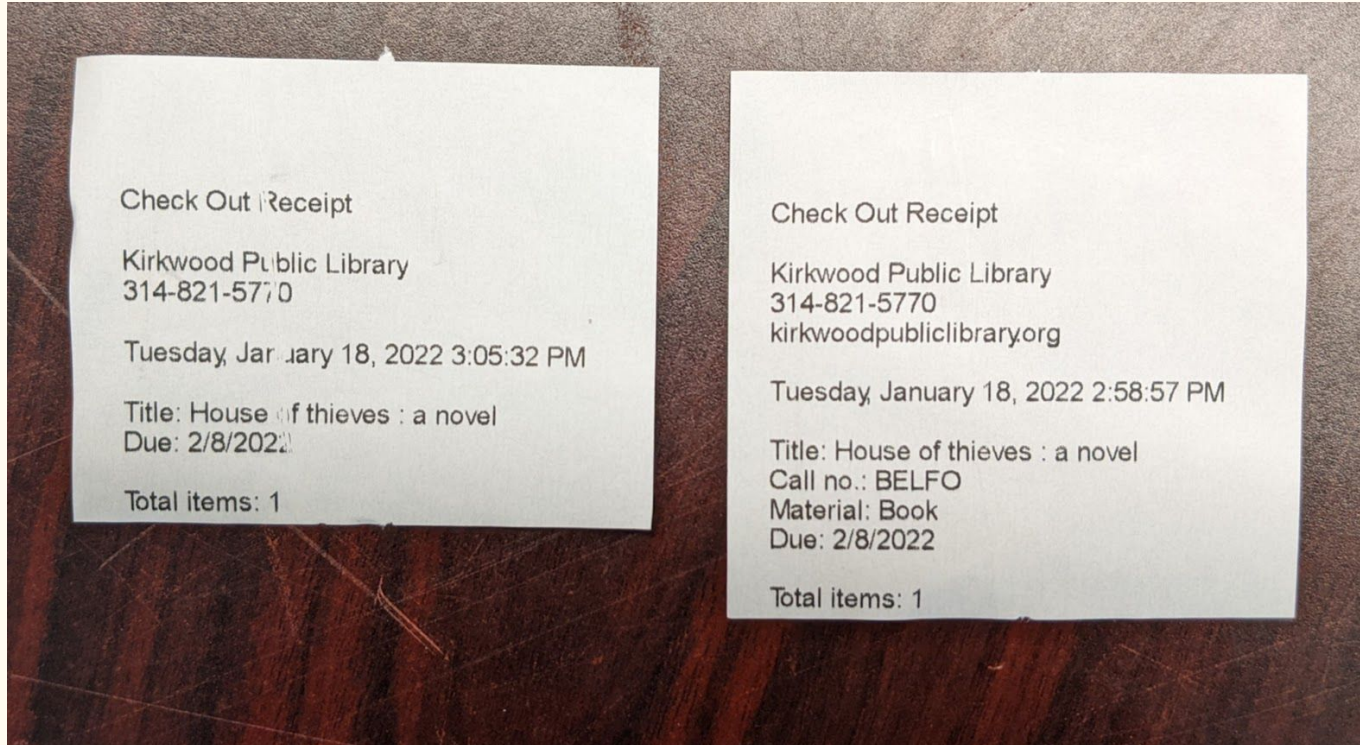
 KI (br): Kirkwood Public Library

Select content to appear on...

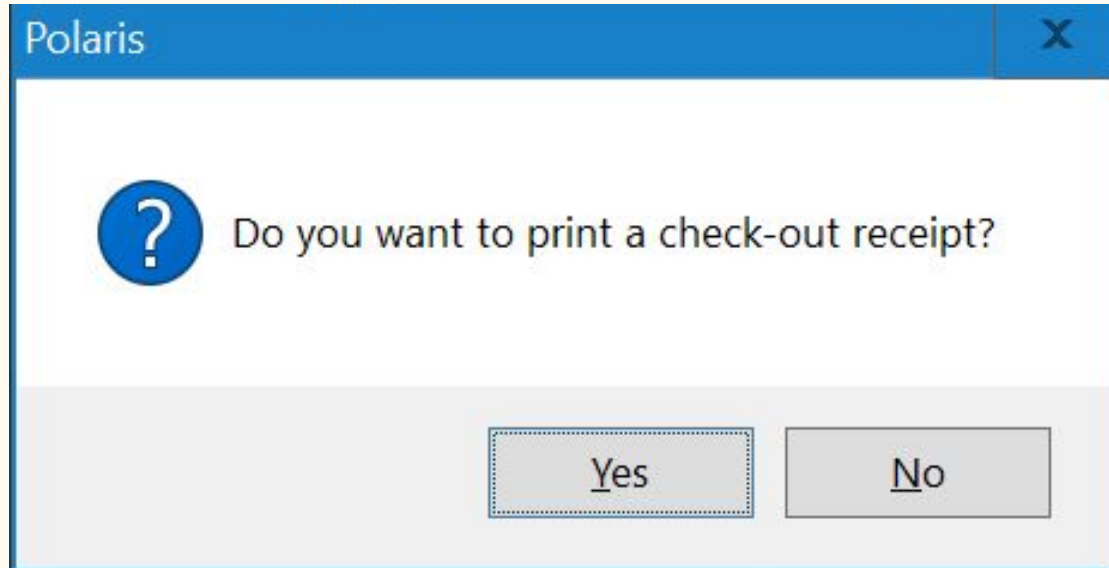
Both printed and e-mail receipts:

- Call number
- Item barcode
- Item count
- Library phone
- Material type
- Patron barcode [limited]
- Patron name
- Staff record number
- Web address
- Newsletter Sign-up
- Driver's License - ID
- Parent/Guardian
- Library Defined

Checkout Receipts



The most important change we made:



Asking people if they want a receipt! Many don't, so don't print it automatically.



Movement towards e-receipts

Polaris offers us the option for e-receipts.

- If using the web-based ILS, there is an option to avoid printing any receipt if the patron selected e-receipts.

E-receipts option was added to our registration form years ago, now made more prominent.

- Next step - opt out, rather than in?

Staff are encouraged to actively offer this alternative.

In January, 26% of patrons were signed up for e-receipts.

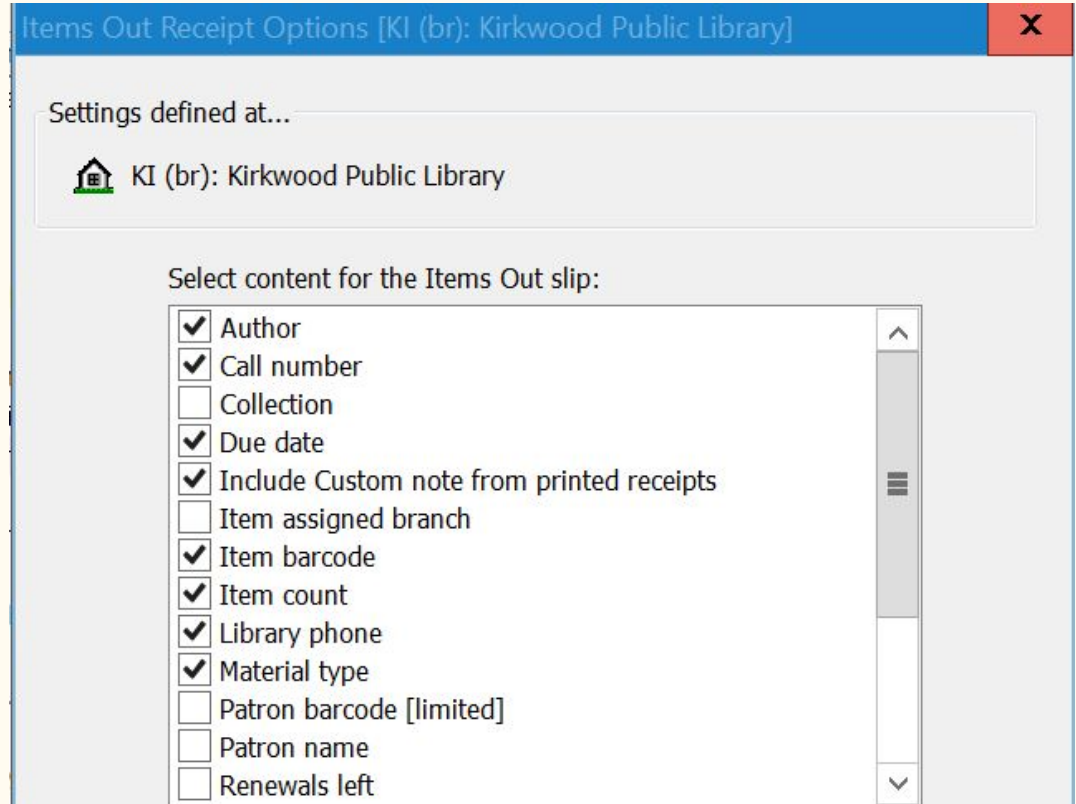
We are now at 29%. Every little bit helps!

Check out

- Check out receipt
 - only if no eReceipt
- Fine receipt
 - only if no eReceipt


Items Out Receipt

Again, there are just too many options selected!



Items Out Receipt Options [KI (br): Kirkwood Public Library]

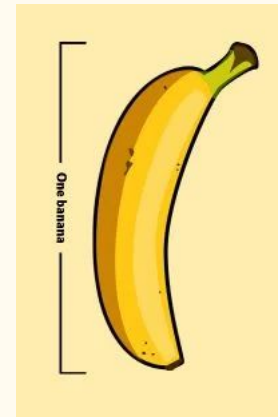
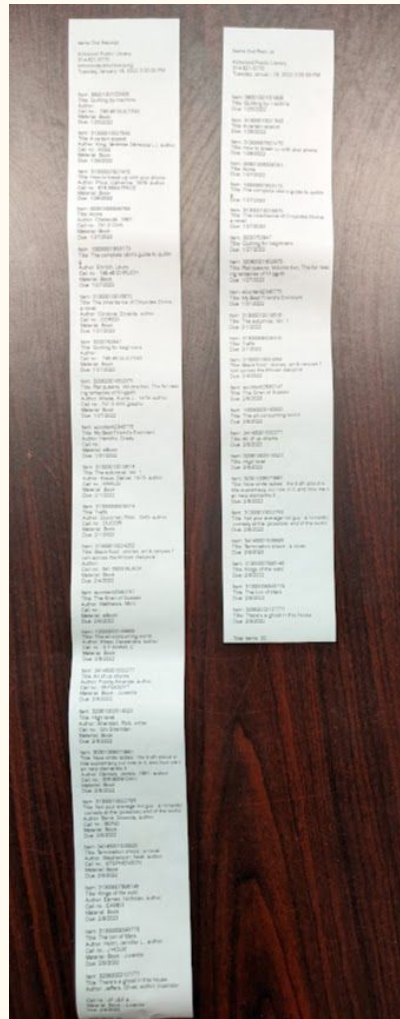
Settings defined at...

 KI (br): Kirkwood Public Library

Select content for the Items Out slip:

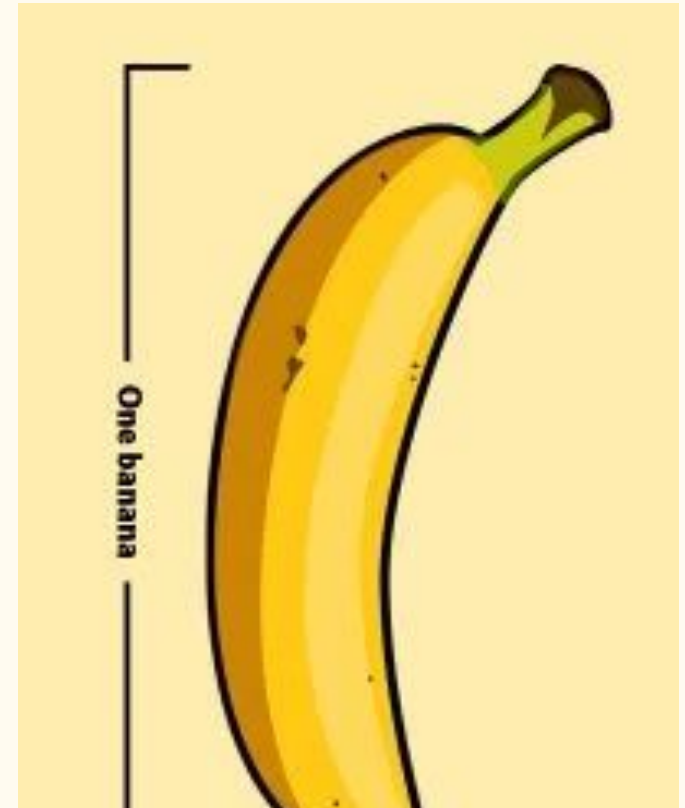
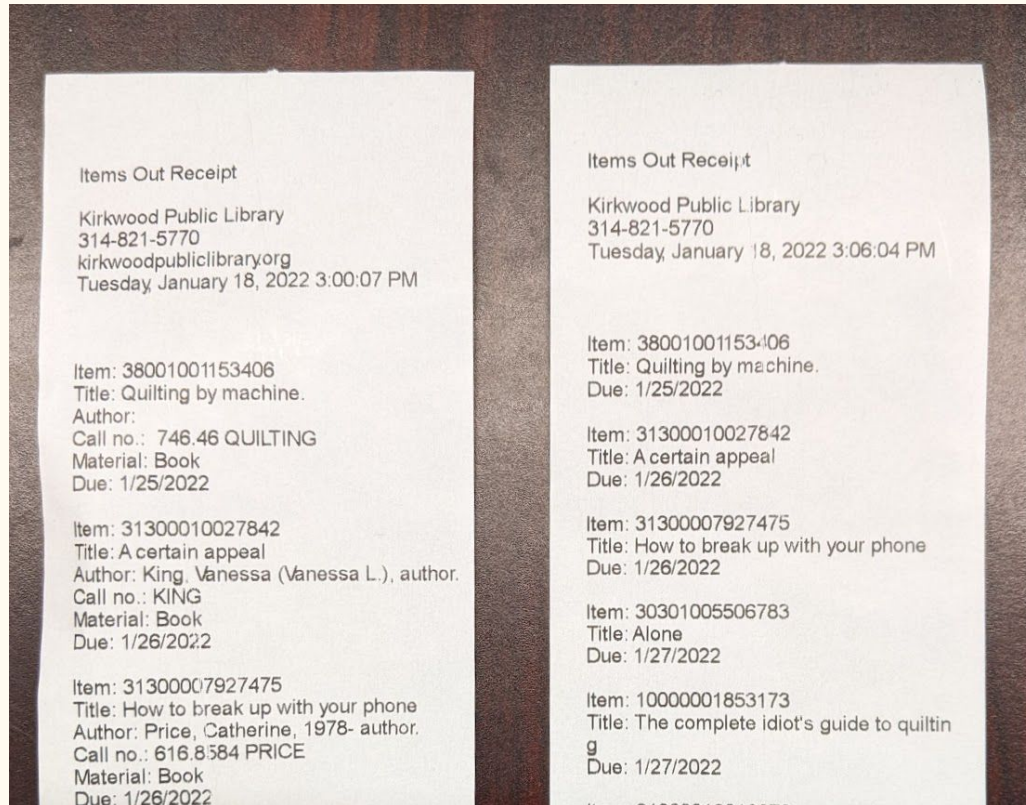
- Author
- Call number
- Collection
- Due date
- Include Custom note from printed receipts
- Item assigned branch
- Item barcode
- Item count
- Library phone
- Material type
- Patron barcode [limited]
- Patron name
- Renewals left

Items Out Receipt



Banana for scale.

Items Out Receipt - Detail



Daily Holds Picklist

No more printed picklists

Staff carry an iPad and access our web-based ILS to see the picklist in real time - both a blessing and a curse!

Picklist

Kirkwood Public Library

[Pending \(228\)](#) [Located \(0\)](#) [Unclaimed \(13\)](#) [Unclaimed ILL \(0\)](#) [Holds to Transfer \(0\)](#)

[Located](#) [Ask Me Later](#) [Missing](#) [Deny](#) [Properties](#)

Total items | 228 total

<input type="checkbox"/>	COLLECTION	SHELF LOCATION	CALL NUMBER	AUTHOR	TITLE	MATERIAL TYPE	PICKUP BRANCH
<input type="checkbox"/>	Audiobook NonFiction CD		920 OBRIE	O'Brien, Keith, 1973- author.	Fly girls : how five daring women defied all odds and made aviation history	Audiobook on CD	WG
<input type="checkbox"/>	Biography		92 FRANZEN JONATHAN FRANZ	Franzen, Jonathan, 1959-	The discomfort zone : a personal history	Book	WG
<input type="checkbox"/>	Biography		92 IAQUAD	Isaiah, Suleika	Between two	Book	MA

Notices

We send as few printed notices as possible. Of course the ILS offers a plethora:

- Almost overdue
- Fine reminders
- Expiration reminders
- Overdue
- Holds
- Bills
- Hold Cancellation

We only offer overdues and bills as printed and mailed notices, and only as a last resort.

Supportive group policies

- Guest computers shut down automatically after closing time.
 - Saves energy and arguments!
 - PCRes can also be configured to send a warning message before this happens.
- Staff computers are set to sleep after fifteen minutes.
- There's a group policy option to shut computers down at a set time.
 - You can set criteria that if the computer is still in use, the shutdown will not occur.

What's next?

- Revamping ILL process
- Guest passes for computer usage
- Online patron registrations
- Transit slips



How to get started!

- Pick up each piece of paper and think, how can I get rid of this?
- If a machine is on and nobody is using it, consider why.
- Look in your trash can - how could we have avoided that piece of trash?



Let's talk!

What are your goals?

What are you doing at your library?

- Building
- Paper
- Other





What else do you have? Share other ideas:

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