London Public Library Goes Paperless With Mobile Worklists!

London Public Library

- Population: 380,000
- Active patrons: 166,396
- Libraries/branches: 16
- Annual circ: 3.7 million
- Volumes: 868,000

Implementation

- February 2015: Beta Partnership and Testing begins
- Spring 2016: Procedures developed and device purchase
- Spring 2016: Launch for branch libraries
- Fall 2016: Paperless in line with Green Initiative

Mobile Worklists Devices – Apple iOS

iOS 9 or greater

- iPOD
- iPAD Mini
- iPhone
- iPAD
- iPAD Air

Too small to read? Use the Accessibility Larger Font!

Daily Tasks with Mobile Worklists

- Weeding
- Item Paging List
- Missings
- Staff Search
- QuickPicks Recall
- Displays
- Storage

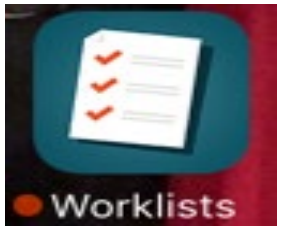
Mobile Worklists Workflows

1. Scan barcodes of items into a file within Mobile Worklists and Export that file to a list in Sierra Create Lists

2. Import a list in Create Lists from Sierra into the iDevice

Let’s Get Started!

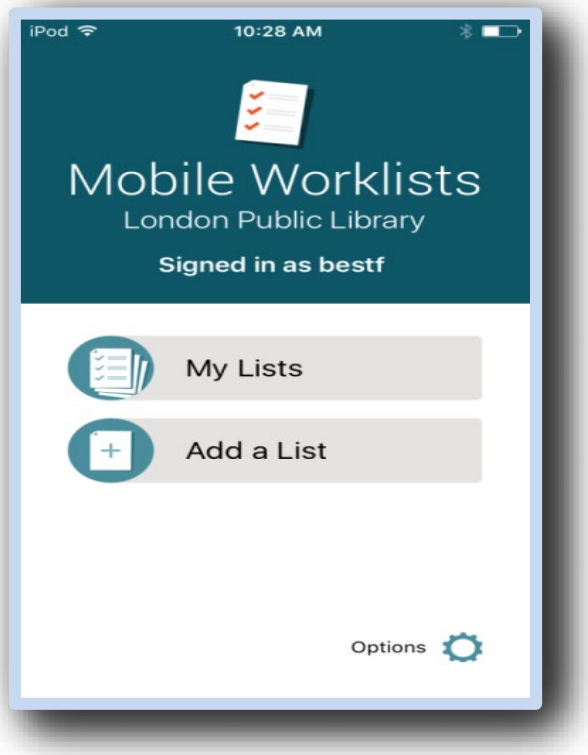
- Turn on device and enter security code
- Tap on Worklists Icon on home page



Connect to Wireless

- Select Settings
- Wifi
- Select Network and login (if applicable)
- If it is already ON and you can’t get through:
  - Click on Network that is running and Forget this Network
  - Go back to WiFi and Tap it OFF and then ON
  - Select Network

Mobile Worklists



- Login with Sierra login

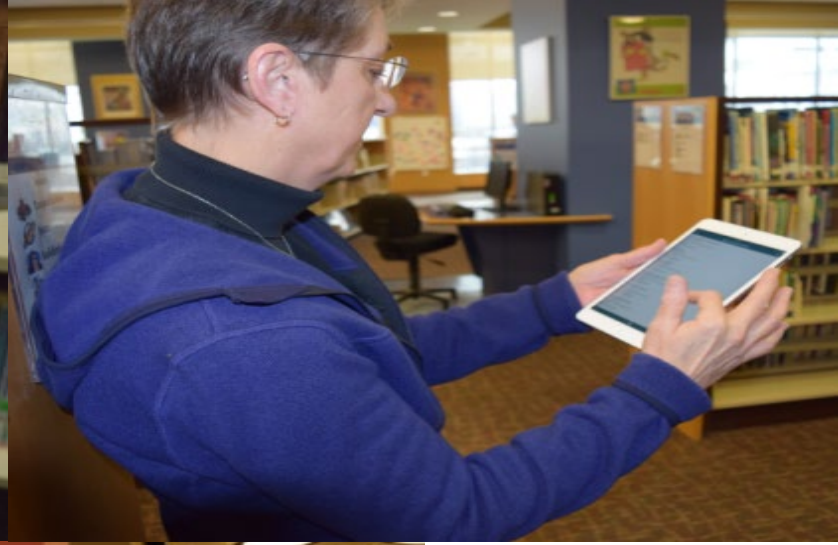
Options

- Set the Continuous Scan Option
- Clear site code
- Set the Sound Option

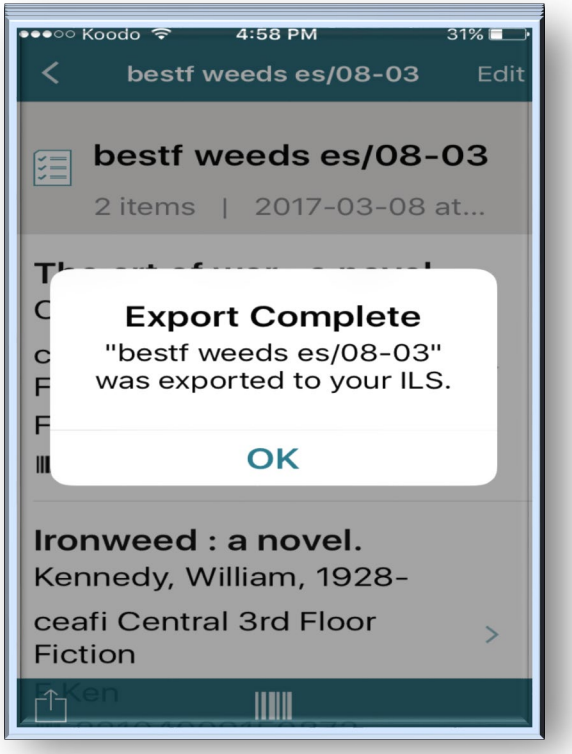
Scan Barcodes Workflow

Weeding Procedure
“visibly unusable books”

VOLCANO
OF FIRE



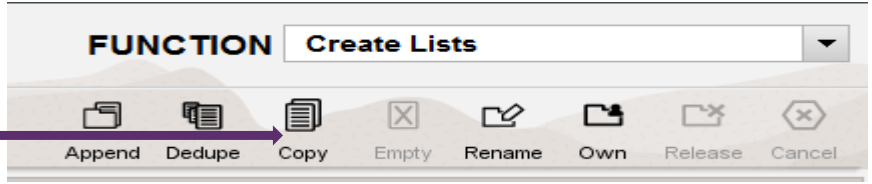
Scan Barcode to Weed



- Add a List
- Make list name intuitive
- Add your initials & date
- Start Scanning!
- Same barcode twice gives error message
- Invalid barcode error, use keyboard to key it in
- Continuous scanning!
- Look at detailed screen
- Export to ILS (Create Lists)

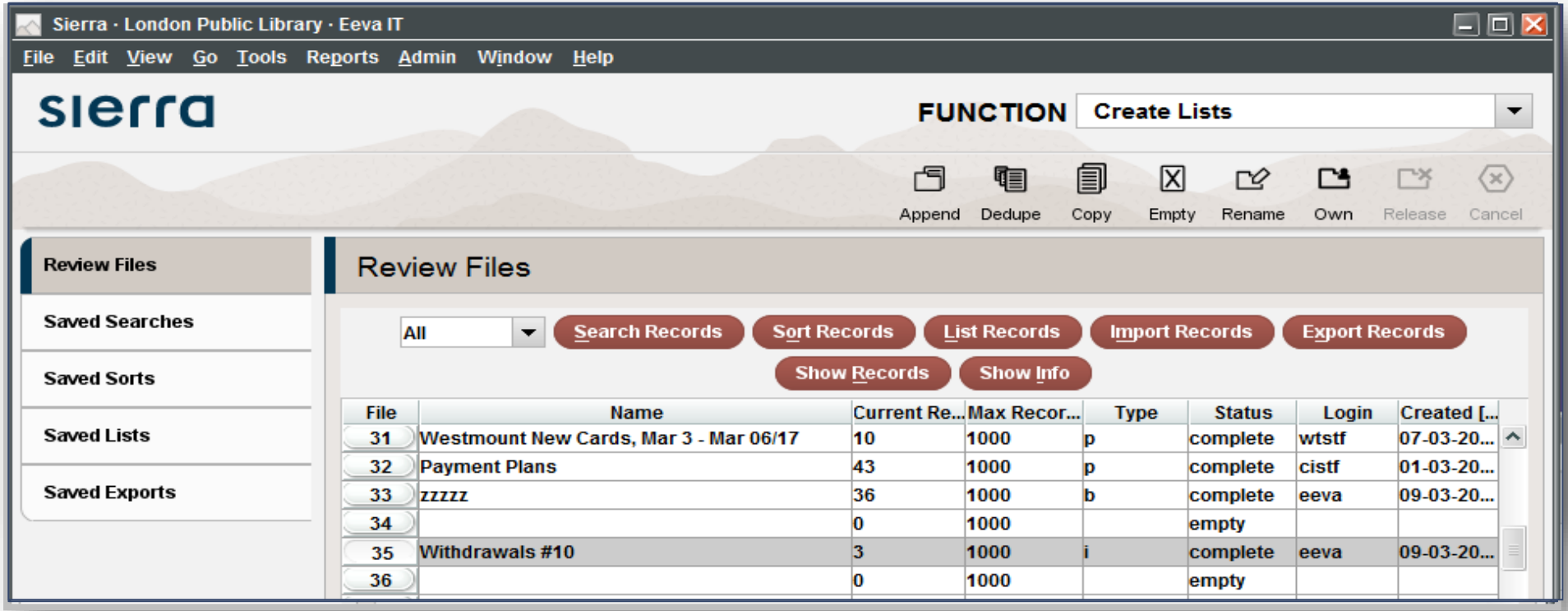
Sierra Create Lists Procedure
IN SIERRA

- Select an EMPTY file
- Select Copy



- Scroll down to very end of all files
- Click on your uploaded Worklists File by file name & OK
- YES to delete file being copied (from Sierra files)
- Your empty file is now populated with your Worklists file
- Name of the list is preceded by *Item Worklists:*
- Note the number of this review file

Sierra Create Lists
Appending to a Withdrawals



File	Name	Current Re...	Max Recor...	Type	Status	Login	Created [...
31	Westmount New Cards, Mar 3 - Mar 06/17	10	1000	p	complete	wtstf	07-03-20...
32	Payment Plans	43	1000	p	complete	cistf	01-03-20...
33	zzzzz	36	1000	b	complete	eeva	09-03-20...
34		0	1000		empty		
35	Withdrawals #10	3	1000	i	complete	eeva	09-03-20...
36		0	1000		empty		

Sierra Withdrawals

!!!abracadabra!!!

The Withdrawals TEMPLATE is now populated with your Worklist file and will receive the proper withdrawal codes within a few days!

CLEAN-UP

- To delete the List in the APP, select it and tap on the Trashcan icon
- Don’t forget to EMPTY your copied list in Create Lists once you’ve moved everything into the withdrawals list

Import a List from Sierra
Sierra Create List Workflows

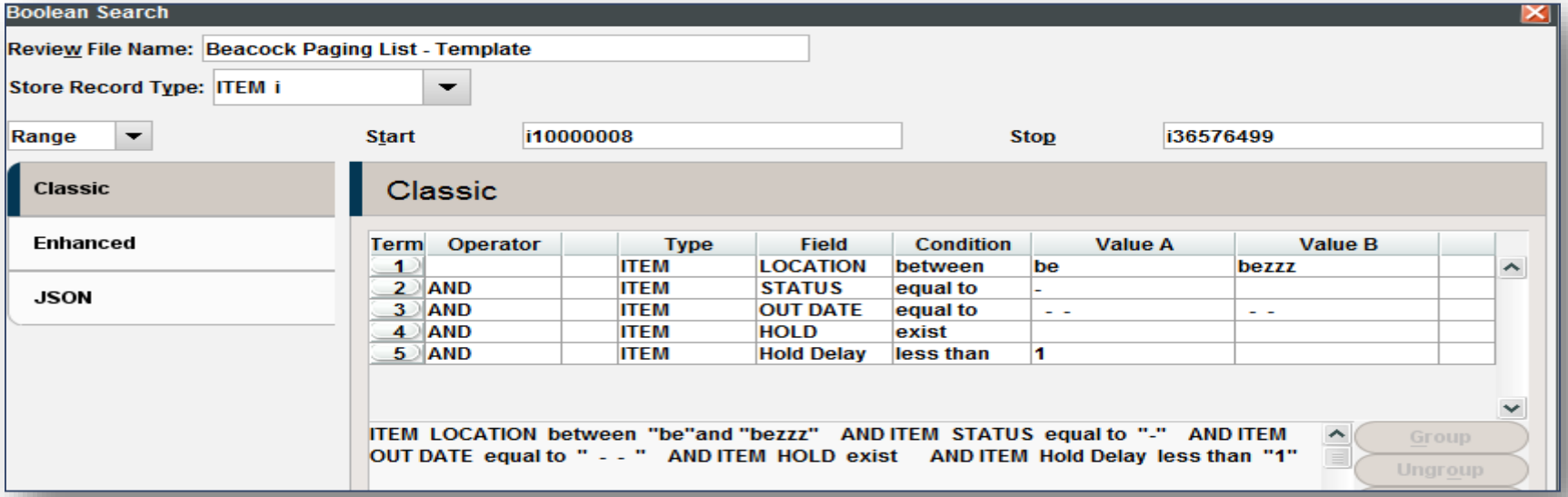
Paging

Missings

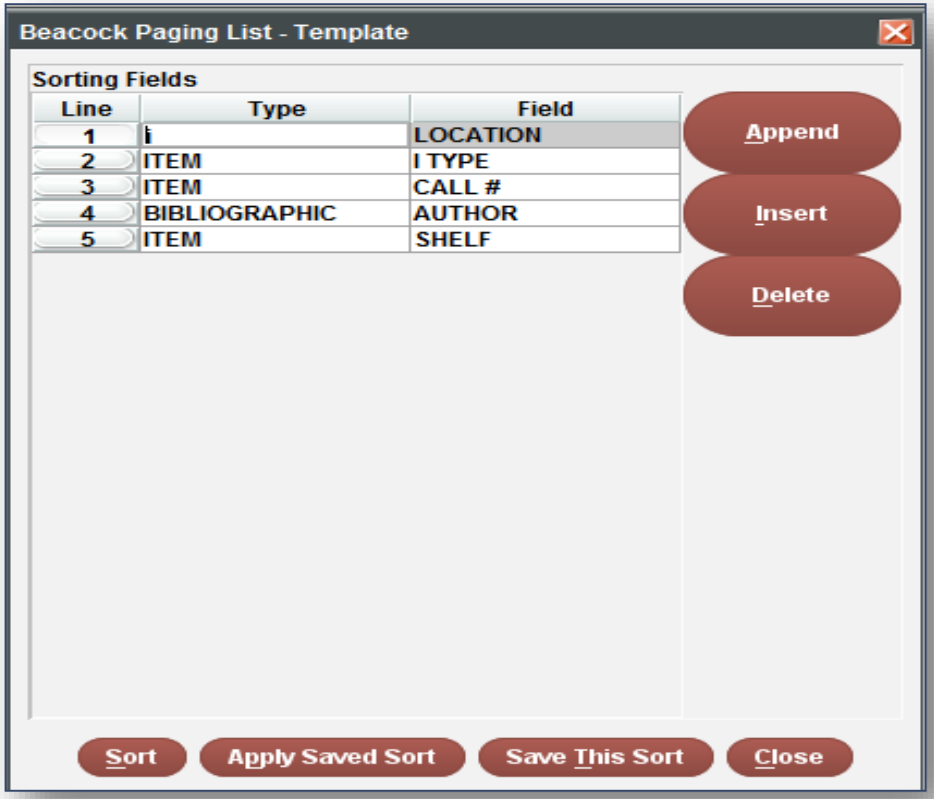
Weeding

Create Lists: Item Paging

- Use existing List and search and yes to overwrite
- Use saved search (or “Use existing” and update record #s)



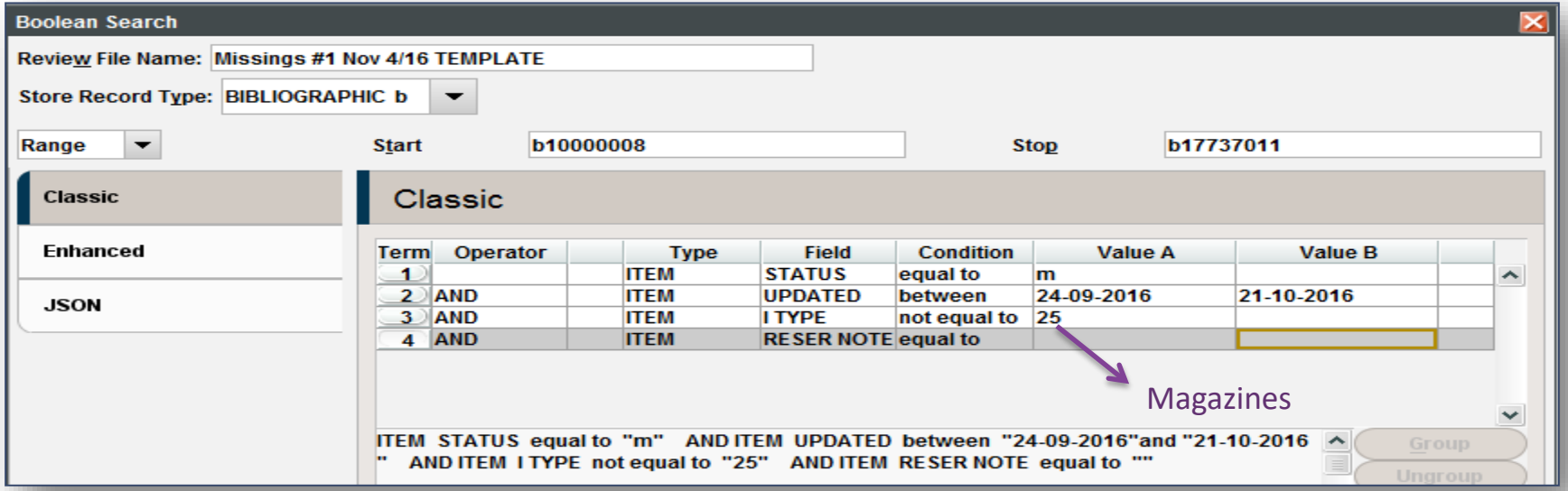
Create Lists: Item Paging



- Select Sort
- Enter Sort Criteria
- Sort
- No need to list
- Import into worklists

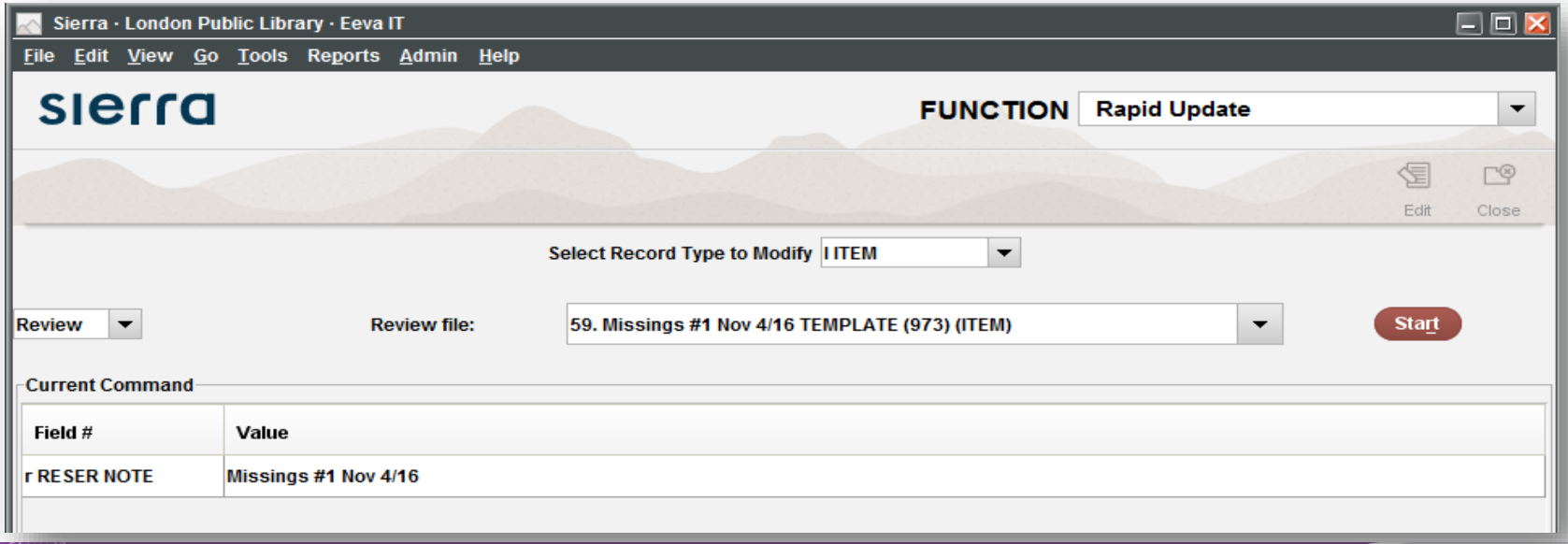
Create Lists: Missings

- Searched monthly by all branch libraries
- Item status = m for Missing
- Leave 2 week period to accommodate in transits…



Create Lists: Missings

- iii added a Reserve Note varfield to item records
- In Rapid Update, add a Reserve Note to the Missings searched



Create Lists: Missings

b15854590

TITLE The lost prince [videorecording (DVD)] / producer, John Chapman ; director, Stephen Poliakoff.

LOCATIONS ca , ce , la , st

Summary	
Record	i26556273
Item-Level Holds	0
Bib-Level Hold	1

Record

Not checked out and MISSING

i26556273 Last Updated: 04-11-2016 Created: 02-04-2008 Revisions: 1226

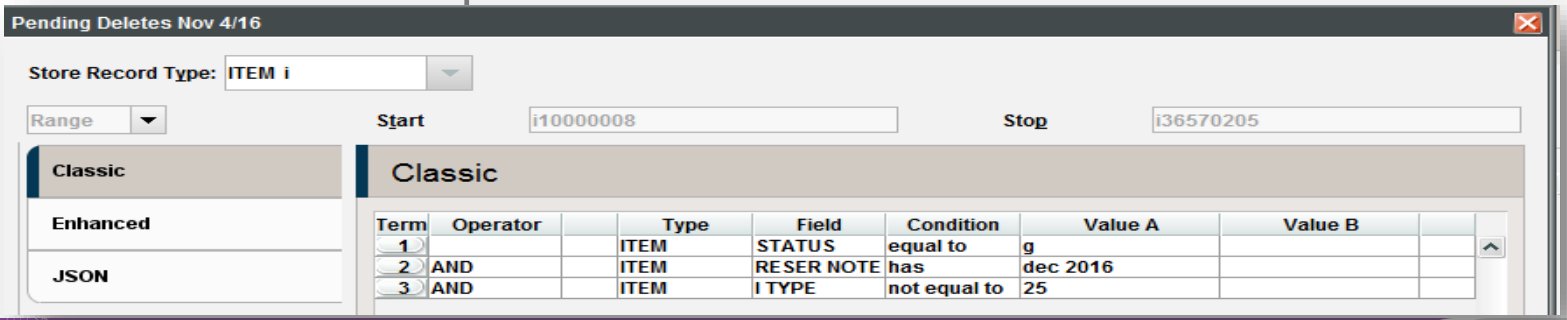
ICODE1	0	INVDA	- - :	LOCATION	laa Landon Adult
ICODE2	-	IN LOC	155	LOANRULE	0
I TYPE	2 dvd	# RENEWALS	0	STATUS	m MISSING
PRICE	$29.98	# OVERDUE	0	INTL USE	0
OUT DATE	- - :	ODUE DATE	- -	COPY USE	0
OUT LOC	155	IUSE3	0	IMESSAGE	- NO MESSAGE
DUE DATE	- -	RECAL DATE	- -	SHELF	-
PATRON#	0	TOT CHKOUT	218	YTDCIRC	10
LPATRON	1105622	TOT RENEW	57	LYRCIRC	19

CALL #	092 TV Los
BARCODE	32104031845706
INT NOTE	cs
RESER NOTE	Missings #1 Nov 4/16

Reserve Note

Create Lists: Missings to Pending Delete

- Missings not found are updated in Rabid Update with a Pending Delete Status and Reserve Note the next month
- Each month: final search for Pending Deletes a year old
- Records will be deleted the next month if items not found
- Append this list to the Missings #1 List
- Branch libraries search against this review file for their location and import into worklists



Create Lists: Pending Delete Note Added

b11566449

TITLE The King's book of Quebec / prepared by Dr. Doughty and Colonel Wood; preface by Lord Grey.

LOCATIONS ce

Summary	
Record	i1292829x
Item-Level Holds	0
Bib-Level Holds	0

Record

Not checked out and PENDING DELETE

i1292829x Last Updated: 07-01-2016 Created: 12-02-2002 Revisions: 23

COPY #	1	LCHKIN	- - :	LOUTDATE	- - :
ICODE1	0	INVDA	- - :	LOCATION	cealr Central 3rd Floor London Room
ICODE2	-	IN LOC	0	LOANRULE	0
I TYPE	21 nonfiction	# RENEWALS	0	STATUS	g PENDING DELETE
PRICE	$20.00	# OVERDUE	0	INTL USE	0
OUT DATE	- - :	ODUE DATE	- -	COPY USE	0
OUT LOC	0	IUSE3	0	IMESSAGE	r REFERENCE
DUE DATE	- -	RECAL DATE	- -	SHELF	t CLOSED STACKS
PATRON#	0	TOT CHKOUT	0	YTDCIRC	0
LPATRON	0	TOT RENEW	0	LYRCIRC	0

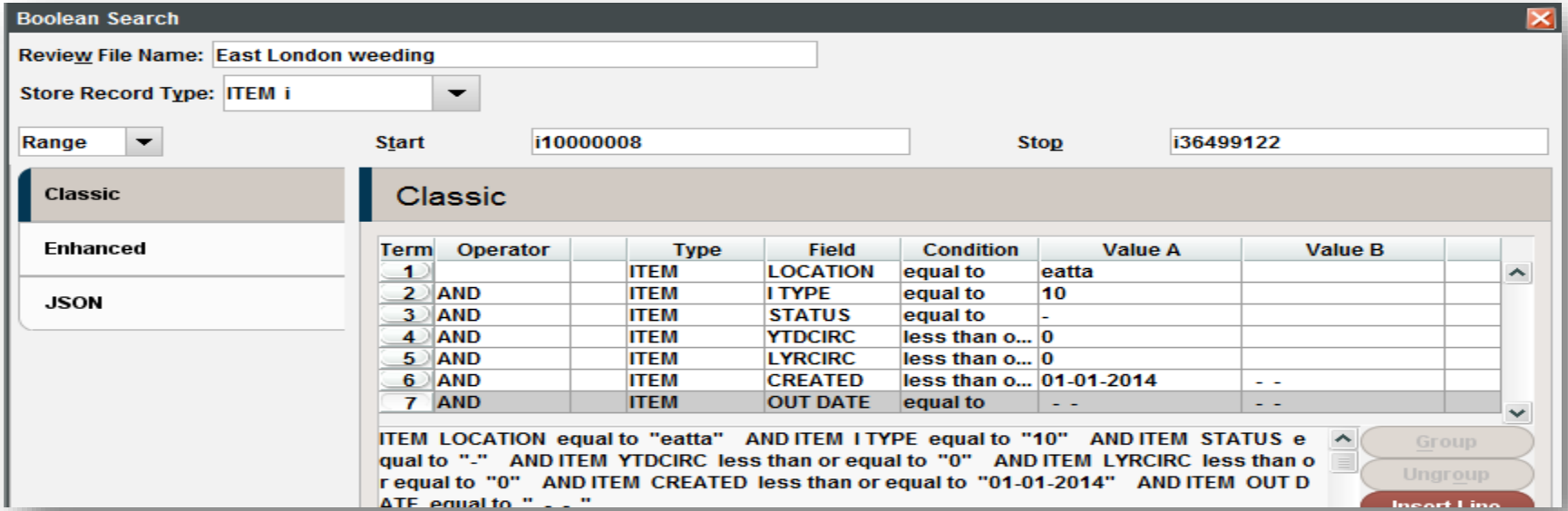
CALL #	092	REF r971.4 K589
BARCODE		32104007340492
VOLUME		V01
RESER NOTE		Missings #1 Dec 11/15
RESER NOTE		Pending Delete Dec 2016

Missing since Dec 2015

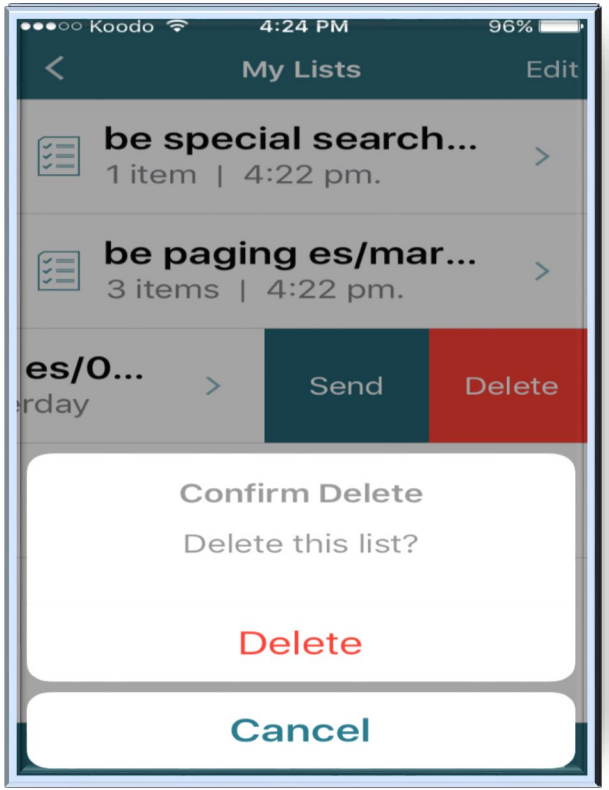
Final Search Completed

Create Lists: Weeding

- Using YTDCIRC and LYRCIRC
- Create list of older fiction items which haven't circulated in past two years
- Import into Worklists



Import a List from Sierra



- Item Paging List Import
- Name your list
- Take device to shelves
- Delete those items you found
- Item detailed screen
- Move items to another list
- Send list to ILS, EMAIL, CSV
- Delete list in App when done with it

Reminders

- Sort your Create List before importing it
- Delete titles from the list as you find them on the shelves
- You will be left with those items you weren't able to find. You can keep them on the device for future searches OR Export them to Sierra!!!
- For Missings, delete those items you find from list (you'll be checking those in to clear the missing status and capture holds)
- Don't forget to Delete your list on the device when you're finished with it! Tap on the trash icon to do so!

Mobile Worklists

Mobile Worklists

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