

London Public Library Goes Paperless With Mobile Worklists!



London Public Library



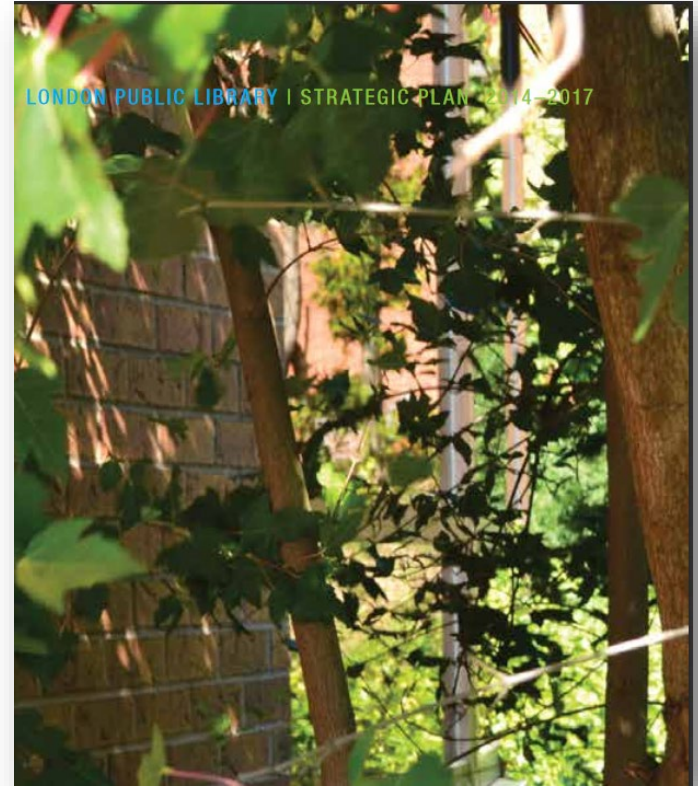
- Population: 380,000
- Active patrons: 166,396
- Libraries/branches: 16
- Annual circ: 3.7 million
- Volumes: 868,000



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

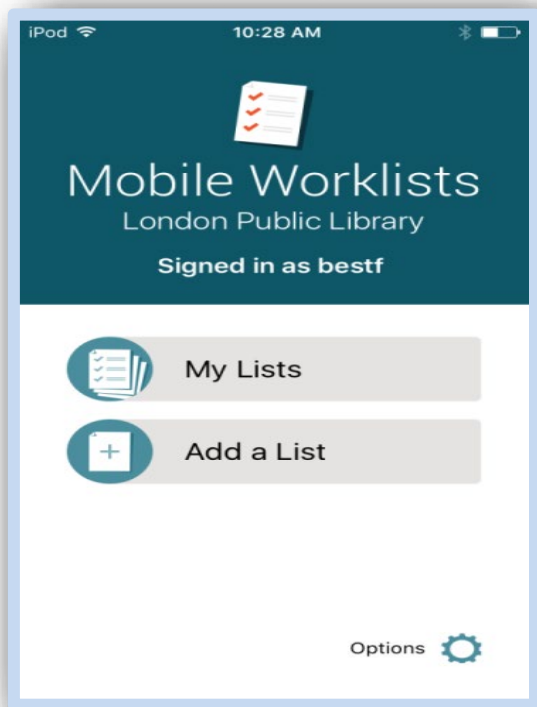


Connect to Wireless

- 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



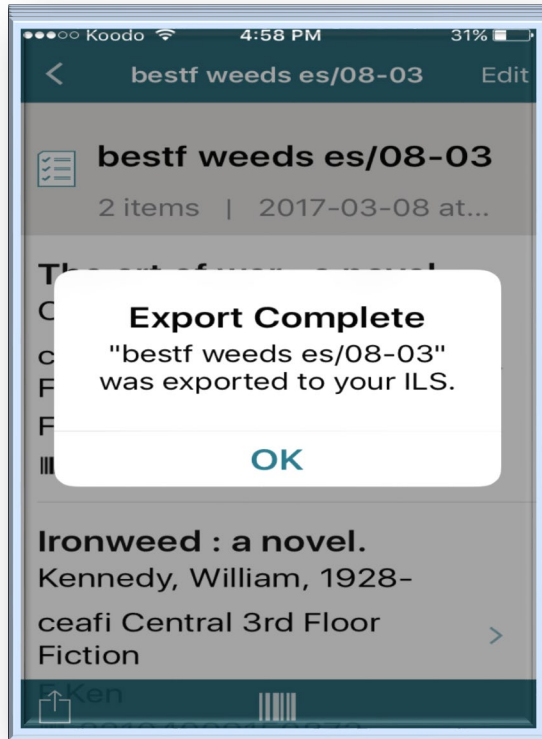
Scan Barcodes Workflow

Weeding Procedure “visibly unusable books”






Scan Barcode to Weed

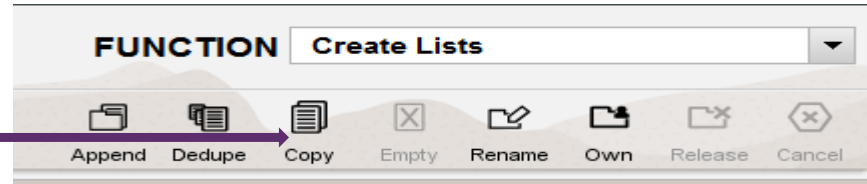


- Add a List
- Make list name intuitive
- Add your initials & date
- Start Scanning!
- Same barcode twice gives error message
- Invalid barcode error, use keyboard to key it in
- Continuous scanning!
- Look at detailed screen
- Export to ILS (Create Lists)



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

Sierra · London Public Library · Eeva IT

File Edit View Go Tools Reports Admin Window Help

sierra

FUNCTION Create Lists

Append Dedupe Copy Empty Rename Own Release Cancel

Review Files

Review Files

All Search Records Sort Records List Records Import Records Export Records

Show Records Show Info

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)

Boolean Search

Review File Name:

Store Record Type:

Range

Classic

Enhanced

JSON

Term	Operator	Type	Field	Condition	Value A	Value B
1		ITEM	LOCATION	between	be	bezzz
2	AND	ITEM	STATUS	equal to	-	
3	AND	ITEM	OUT DATE	equal to	- -	- -
4	AND	ITEM	HOLD	exist		
5	AND	ITEM	Hold Delay	less than	1	

ITEM LOCATION between "be"and "bezzz" AND ITEM STATUS equal to "-" AND ITEM OUT DATE equal to "- -" AND ITEM HOLD exist AND ITEM Hold Delay less than "1"



Create Lists: Item Paging

Beacock Paging List - Template

Sorting Fields

Line	Type	Field
1		LOCATION
2	ITEM	I TYPE
3	ITEM	CALL #
4	BIBLIOGRAPHIC	AUTHOR
5	ITEM	SHELF

Append

Insert

Delete

Sort Apply Saved Sort Save This Sort Close

- 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...

Boolean Search

Review File Name: Missings #1 Nov 4/16 TEMPLATE

Store Record Type: BIBLIOGRAPHIC b

Range Start b10000008 Stop b17737011

Classic

Enhanced

JSON

Term	Operator	Type	Field	Condition	Value A	Value B
1		ITEM	STATUS	equal to	m	
2	AND	ITEM	UPDATED	between	24-09-2016	21-10-2016
3	AND	ITEM	I TYPE	not equal to	25	
4	AND	ITEM	RESER NOTE	equal to		

Magazines

ITEM STATUS equal to "m" AND ITEM UPDATED between "24-09-2016"and "21-10-2016" AND ITEM I TYPE not equal to "25" AND ITEM RESER NOTE equal to ""

Group

Ungroup



Create Lists: Missings

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

Sierra - London Public Library - Eeva IT

File Edit View Go Tools Reports Admin Help

sierra FUNCTION Rapid Update

Edit Close

Select Record Type to Modify ITEM

Review Review file: 59. Missings #1 Nov 4/16 TEMPLATE (973) (ITEM) Start

Current Command

Field #	Value
r RESER NOTE	Missings #1 Nov 4/16



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

Reserve Note



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



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

Pending Deletes Nov 4/16

Store Record Type:

Range

Classic

Enhanced

JSON

Term	Operator	Type	Field	Condition	Value A	Value B
1		ITEM	STATUS	equal to	g	
2	AND	ITEM	RESER NOTE	has	dec 2016	
3	AND	ITEM	I TYPE	not equal to	25	



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

Missing since
Dec 2015

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

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

Boolean Search

Review File Name:

Store Record Type:

Range

Classic

Enhanced

JSON

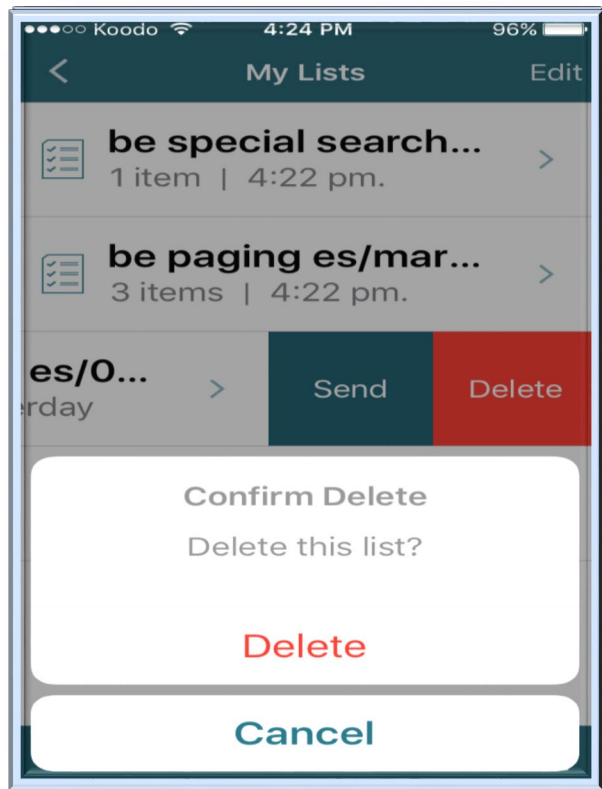
Term	Operator	Type	Field	Condition	Value A	Value B
1		ITEM	LOCATION	equal to	eatta	
2	AND	ITEM	I TYPE	equal to	10	
3	AND	ITEM	STATUS	equal to	-	
4	AND	ITEM	YTDCIRC	less than o...	0	
5	AND	ITEM	LYRCIRC	less than o...	0	
6	AND	ITEM	CREATED	less than o...	01-01-2014	--
7	AND	ITEM	OUT DATE	equal to	--	--

ITEM LOCATION equal to "eatta" AND ITEM I TYPE equal to "10" AND ITEM STATUS e
qual to "-" AND ITEM YTDCIRC less than or equal to "0" AND ITEM LYRCIRC less than o
r equal to "0" AND ITEM CREATED less than or equal to "01-01-2014" AND ITEM OUT D
ATE equal to "--"

Group
Ungroup
Insert Line



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

LONDON PUBLIC LIBRARY | STRATEGIC PLAN 2014-2017

**Easy
Time Saving
Paperless
THANK YOU
Mobile Worklists**



IUG2017



Mobile Worklists
Eeva Stierwalt
London Public Library
eeva.stierwalt@lpl.ca

