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.
Hold Slips
Checkout Receipts

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

Check Out Receipt
Kirkwood Public Library
314-821-5770
Tuesday, January 18, 2022 3:05:32 PM
Title: House of thieves : a novel
Due: 2/8/2022
Total items: 1

Check Out Receipt
Kirkwood Public Library
314-821-5770
kirkwoodpubliclibrary.org
Tuesday January 18, 2022 2:58:57 PM
Title: House of thieves : a novel
Call no.: BELFO
Material: Book
Due: 2/8/2022
Total items: 1
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!
Items Out Receipt

Again, there are just too many options selected!
Items Out Receipt

Banana for scale.
Items Out Receipt - Detail

Items Out Receipt
Kirkwood Public Library
314-821-5770
kirkwoodpubliclibrary.org
Tuesday, January 18, 2022 3:00:07 PM

Item: 38001001153406
Title: Quilting by machine.
Author: Call no.: 746.48 QUILTING
Material: Book
Due: 1/25/2022

Item: 31300010027842
Title: A certain appeal
Author: King, Vanessa (Vanessa L.), author.
Call no.: KING
Material: Book
Due: 1/26/2022

Item: 313000079227475
Title: How to break up with your phone
Author: Price, Catherine, 1978- author.
Call no.: 618.858 PRICE
Material: Book
Due: 1/27/2022

Item: 31300001853173
Title: The complete idiot's guide to quilting
Author: Price, Catherine, 1978- author.
Call no.: 618.858 PRICE
Material: Book
Due: 1/27/2022
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!
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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