

Brainstorming Ideas to Save Money and Increase Productivity

IDEAS FROM DEPARTMENTS	ACQ	ADMIN Daley	ADMIN LHS	BUS OFF	CAT	CIRC Daley	CIRC LHS	COLL DEV	FACIL TIES	GMR	HR	REF Daley	REF LHS	SCIEN CE	SPEC	SYS	outcomes
<u>collections</u>																	
Do not purchase/weed databases & e-books that do not get much use.	x							x									
Be selective about the gifts we keep. Streamline the review process for gifts.								x							x		
Gifts: Immediately recycle all gifts dropped at Circulation departments; do not send to Collections Development.						x											
Limit the number of faculty papers that the archives accepts (have a strict criteria for acceptance).															x		
Replace USBE with EBSCO (EBSCO takes donations of dup journals we have and we can get our missing issues from EBSCO at little or no cost)	x							x									
move from a bibliographer-dependent selection process to a faculty- and graduate student- led process where the library purchases items suggested by patrons.								x									
Determine other resources we can cancel. (Process must begin early to comply with requirements for notice to the vendor.): -Standing orders (assess how we get them, as well: direct, EBSCO, YBP) -Foreign newspapers in paper -Microforms Send letter to faculty to start conversations about what subscriptions can be canceled.								x									
Take advantage of title cancellation allowances in package deals.								x									
Assess big deals coming due in FY09 and FY10.								x									
Consider additional cooperative acquisitions with the other two Univ of Illinois campuses.								x									
Do an overlap analysis to identify redundant titles					x			x									

Bring own copies of agenda, minutes, and documents to meetings; consider using a laptop to display agenda, minutes, etc. to avoid using paper altogether.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Seek grants and contracts that confer overhead/ICR funds, such as the RML contract	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Marketing initiatives to highlight continued relevance and value of the UIC Library today and in the future, with the goal of increasing usage and promoting positive		x	x														
Allow Tech Service staff to do the complete processing of serials.	x				x			x									
Look at efficiencies like bulk purchase of parking passes and distribute them to traveling faculty for use.				x													
Evaluate all paper forms and change them to electronic - example: library registration forms, evaluation forms, withdrawal forms	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Look at the way reports are formatted. Can reports like the missing items report be redesigned so that only the true missing items are at the top and items that are in transit don't have to be printed?							x	x									
Explore using PDF format for sending items between departments or from sites to Chicago and reverse. Define what has to be original document for legal purposes as opposed to what can be a copy.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Although not an issue for Daley at present: auto-flush toilets need adjustment, so they don't repeat unnecessarily.									x								
Establishment of cross-departmental workflows for digitization work: Special Collections/Systems/Cataloging.					x										x	x	
Re-investigate possibility of using open-source software/programs - Greenstone in place of CONTENTdm, for example.					x										x	x	
Improve documentation of recurring systems tasks to allow more staff to participate in systems monitoring, testing, etc.																	x
Expand partnerships and collaboration agreements with other institutions to fill the possible service gaps caused by the budget cuts.	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x	x

Combine related jobs and cross-train staff to increase efficiency.	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x
Authorize others to do different jobs (within classifications).	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x
Expand staff knowledge of library-wide jobs/processes.	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x
Implement mandatory training on various processes in order to keep staff attentive and engaged. Have a list of so many classes to choose from. For example, 3 required from a list of options.	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x
Offer flex schedule, work from home, and reduce time to staff.	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x
Require the hire of Federal Work Study Students by giving them preference. Wage is subsidized by the government. (50%)	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x
Stop hiring graduate students unless they are paid on a grant.	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x
Hire more and use student workers for routine tasks.	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x
Hire Graduate Assistants from either Dominican or UIUC to work the desk and/or IM reference.												x	x	x	x	
Use additional extra help students for clerical tasks such as bindery preparation, typing spine labels, book processing, ILL photocopying. Traditionally we have used students only in the evenings and weekends. Although students do some of these tasks on a limited basis, bringing them in during the day would allow us to provide more training and supervision for dedicated tasks. (LHS-P)																
Integrate bibliographers more into Reference/Information Services.									x			x	x			
Raise awareness of cost of printing to cut down on personal printing; be vigilant of staff use	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Offer nine month contracts	x	x	x	x	x	x	x	x	x		x	x	x	x	x	
Use student assistants as "floaters" in units with vacant positions; create a staff "floater" to work in units with reduced workforces	x	x	x	x	x	x	x	x	x		x	x	x	x	x	

