

A short horizontal line with a teal-to-orange gradient, positioned above the title.

Inter -library Communication with Google

Ginger Bartush
Texas Woman's University Libraries

A decorative horizontal bar consisting of a teal segment on the left and an orange segment on the right.

TWU Libraries: Interlibrary Loan (ILL)

Context

- TWU Libraries provides ILL and Document Delivery services
- Three campus locations: Denton, Dallas, and Houston
- Library staff at all three locations process requests daily
- The Houston and Dallas campuses send and receive **physical items** for ILL requests through the Denton campus
- Only the Denton campus sends and receives physical items to distance students and other institutions



How can we effectively and accurately keep up with staff training and track shipments?



Google

Shared Drive

- Created a Shared Drive (previously called Team Drive)
- Moved the shipment log from our desktop to Google - switched from Excel to Google Sheets
- Converted instructions from Word files to Google Docs
- Store past instructions and logs for safekeeping



How has this improved inter-library communication?

- Access available from
 - Any campus
 - Any account
 - Any computer
- Keeps track of any additions or changes made to the log
- Instructions are more dynamic - can be updated and available immediately

Customize and add features in order to communicate with other departments
Collection Management and Resource Services (CMRS)

Google Apps Script
Tip: Spend time learning how it works and consider your department's needs.



So many options.

Google has many applications and tools to make our work (and personal) lives easier.

How do you use Google Apps?



Figure 1: "Sticky notethank you!" by <http://tvorbawebstranok.sk> is licensed under CC BY 2.0