

# USING GOOGLE APPS AS AN ERM

(OR AN ERM SUPPLEMENT)

Elsa Anderson, MLIS  
Deputy Director, Collections  
Icahn School of Medicine at Mount Sinai  
[elsa.anderson@mssm.edu](mailto:elsa.anderson@mssm.edu)

# USING GOOGLE APPS AS AN ERM

- Google Apps suite, particularly Mail, Sheets, Calendar and Docs
- It is available for free online
- For greater security, we did not move forward until an institutional Google Apps license was purchased



# LIBRARY SITUATION

- WMS ILS system
  - Serials Solutions 360 Link Resolver
  - LibGuides 2.0
  - Shared drive for documents and title lists
  - Wiki with ERM admin notes
  - 4 staff members in the department, 1 librarian
  - 150,000 e-books, 75,000 e-journals, 18,000 print items
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# 1 MAJOR WEAKNESS: COMMUNICATION

- Never implemented task management or alerts in ERM
  - New packages and title updates in the catalog and the link resolver
  - Workflow to update titles and new packages poorly defined
  - Inconsistent assignment and follow up on package and title updates
  - Multiple people involved in licensing and in ERM tasks led to lack of communication and no prioritization
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# MAIN ITEMS: GOOGLE SHEETS

- To Do List, created from template
    - Tracks tasks, staff member, started and completed, and includes links to title lists
  - ERM Admin list
    - Administrative information for resources
  - Statistics Tracking
  - Invoice Payment Tracking
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# ERM ADMIN

ERM Admin ☆ ■

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	A	B	C	D	E	F	G
1	<b>Resource Name</b>	<b>Publisher</b>	<b>Shared with</b>	<b>Invoiced by</b>	<b>Licensed by</b>	<b>Item type</b>	<b>Local Admin</b>
2	ABMS	Elsevier	HSL		Publisher	Database	Elsa
3	AccessAnesthesiology	McGraw-Hill Education	HSL		Publisher	Ebooks	Laura
4	AccessEmergencyMedicine	McGraw-Hill Education	HSL		Publisher	Ebooks	Laura
5	AccessMedicine	McGraw-Hill Education	HSL		Publisher	Ebooks	Laura
6	AccessPediatrics	McGraw-Hill Education	HSL		Publisher	Ebooks	Laura
7	AccessScience	McGraw-Hill Education	NYU		Waldo	Ebooks	Elsa
8	AccessSurgery	McGraw-Hill Education	HSL		Publisher	Ebooks	Laura
9	ACM Digital Library	NERL	NYU	NERL	NERL	Ebooks	Elsa
10	Alt Healthwatch	Elsevier	NYU	Elsevier	Publisher	Database	Elsa

ERM Admin ☆ ■

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	A	B	C	D	E	F	G	J	K	L	M	N
1	<b>Resource Name</b>	<b>Publisher</b>	<b>Shared with</b>	<b>Invoiced by</b>	<b>Licensed by</b>	<b>Item type</b>	<b>Local Admin</b>	<b>Administrator URL</b>	<b>Username</b>	<b>Password</b>	<b>Account Number</b>	<b>Notes</b>
2	ABMS	Elsevier	HSL		Publisher	Database	Elsa					



# INVOICE TRACKING

A	B	C	D	E
Resource Name	Publisher	Paid To	Invoice Date	Invoice Number
ProQuest & Serials Solutions	ProQuest	Waldo	12/5/2015	34675
ISPG North America Collection	ISPG	Ebsco	12/11/2015	9185399
NYU - NERL Annual	NERL	NYU	12/11/2015	1046
NYU - ACS, NERL BMJ, Alt Health	NERL	NYU	12/1/2015	1045
Can J. Gastro	Ebsco	Ebsco	12/13/2015	0082510
Cold Spring Harbor Journals	CSH Press	CSH Press	8/19/2015	20169821
AHA Guide to the Health Care Fiedl	Continuation	YBP	12/11/2015	431967

## ALSO: DRIVE AND GCAL

- Google Sheets and Google Drive are a great place to load or link title lists
  - Doesn't take up space on local drives, all lists are kept together, manages versioning problems
- GCal is also very useful
  - Helps to schedule yearly tasks and provide reminders of projects coming up

# GOOGLE CALENDAR

The screenshot displays the Google Calendar interface for January 2016. The main calendar grid shows events for 'Database Audit begins' (green bars) and 'Ebsco Annual Journal Updates' (blue bars) recurring across several weeks. The interface includes navigation controls, a 'CREATE' button, and a list of calendars on the left side.

Day	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	Jan 1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Events shown in the calendar:

- Database Audit begins (Green bar)
- Ebsco Annual Journal Updates (Blue bar)
- Annual Journal Package updates (Blue bar)

Left sidebar controls:

- CREATE
- January 2016
- My calendars
  - Elsa Anderson
  - Library Resources
  - Tasks
- Other calendars
  - Add a coworker's calendar
  - Holidays in United St...
  - phuang6214@gmail...

# ADVANTAGES

- Available off campus
- Allows multiple simultaneous editors
- Eliminates version problems, no read only spreadsheets
- Password protected
- Easy to control access to sensitive information

# IMPLEMENTATION

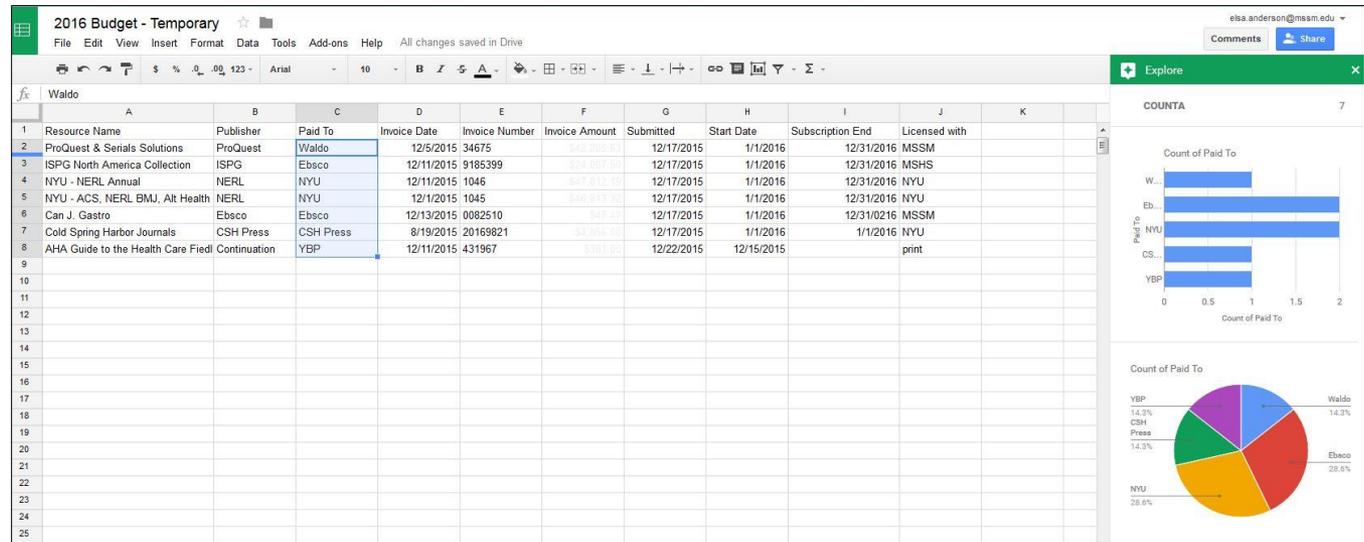
- Cost: \$0 to the library, \$someamount to the institution
- Personnel: learned the system very quickly, as they are used to Google and to spreadsheets
  - Getting all staff logins to the institutional Google Apps was the hard part
- Technically: simple to implement. Required a few days to implement fully
  - This is a small department and staff were excited about the new process. Your mileage may vary.

# DOES IT WORK?

- So far: YES!
  - Great as a manager, when surprise tasks come in can easily add them to the to do list
  - More efficient: staff aren't waiting for me to set up projects, delegate and train, and follow up
  - Staff feedback:
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# FUTURE PLANS

- Explore budget analysis tools in greater detail
- Expand statistics collection and tracking
- Schedule monthly projects to make workflow processes more clear



# OTHER LIBRARIES ON GOOGLE AS A TOOL

- England, Lenore. "ERM Ideas and Innovations." *Journal of Electronic Resources Librarianship* 26 3 (2014): 193-202.
- Hartnett, Eric. "Using Google Apps through the Electronic Resource Life Cycle." *Collection Management* 37 1 (2012): 47-54.
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- Murray, Adam. "Electronic Resource Management 2.0: Using Web 2.0 Technologies as Cost-Effective Alternatives to an Electronic Resource Management System." *Journal of Electronic Resources Librarianship* 20 3 (2008): 156-68.
- Rathemacher, Andree. "Serials Spoken Here: Reports of Conferences, Institutes, and Seminars." *Serials Review* 39 3 (2013): 202-05.
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QUESTIONS?

**Thank you!**