

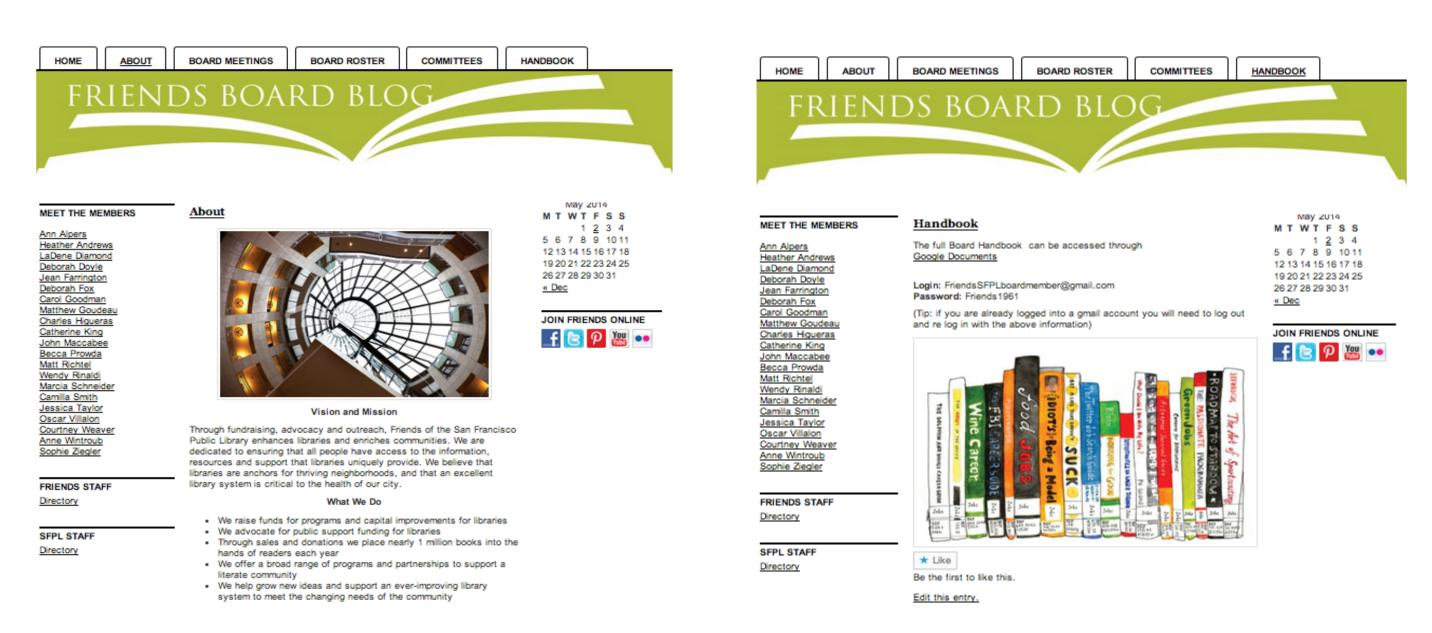
SAN FRANCISCO PUBLIC LIBRARY

### INTRODUCTION

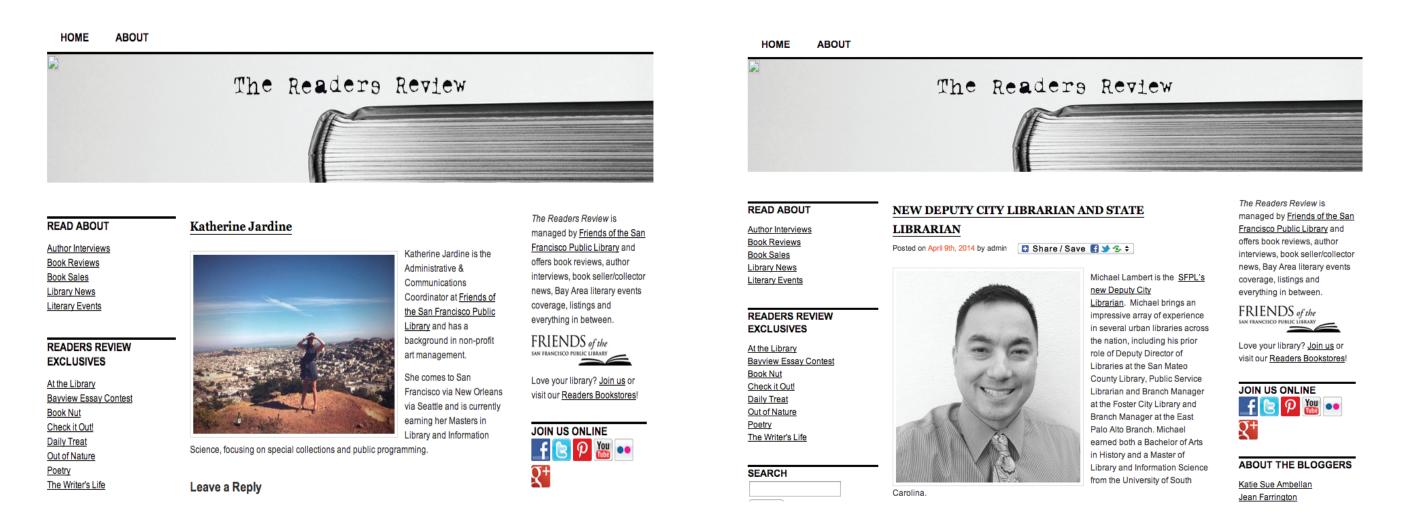
Friends of the San Francisco Public Library is a non-profit organization that fundraises and advocates for the San Francisco Public Library. They are member-supported, rely largely on donations, and run a very successful Book Operations program that includes two bookstores and a donation center.

# THREE WEBSITES

A site for volunteers, a site for board members, and a blog for the organization was created to share literary news and projects with the community. The volunteer website includes volunteer shifts, duties and tasks and is a place for both volunteers and staff to post about the jobs, book sales, and Friends-related news.



Due to the Board Blog the board of directors are now more involved with the organization. Their digital space houses all board materials, upcoming events, and relevant Friends information. The site enables the board to become more self-sufficient, involved, and up-to-speed with the organization and library news.



The Readers Review is a website for book lovers and writers alike, with content created by Friends staff, board members and guest contributors. The blog is compiled of book reviews, author interviews, book seller news and literary events, connecting Friends with the city of San Francisco.

# DIGITAL COMMUNICATIONS

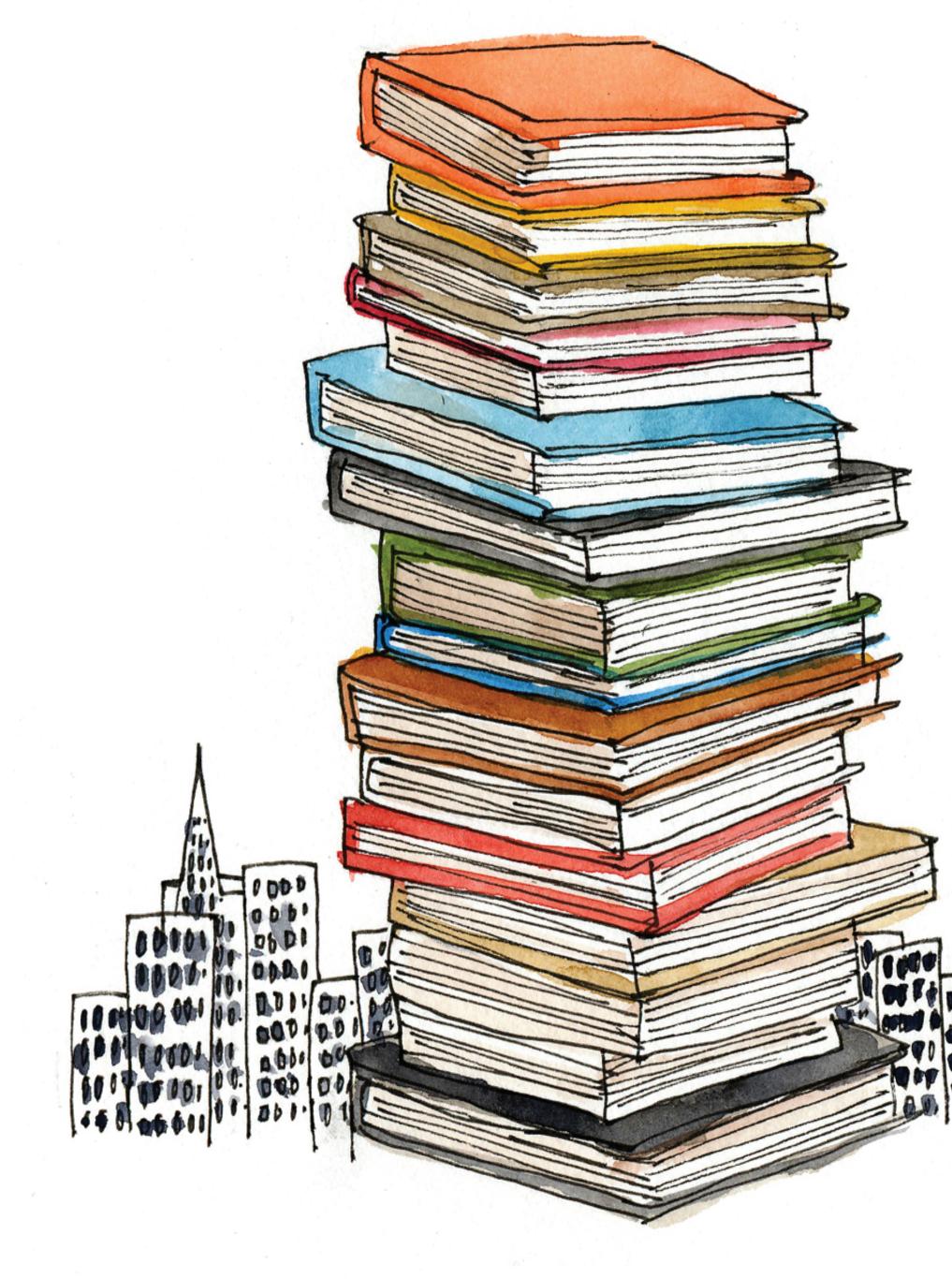
#### **PROBLEM**

Internal communications and the sharing of information is a crucial aspect of a successful organization and has been an ongoing issue with Friends, due to the reliance on a rotating mix of volunteers, multiple locations, and the shortage of paid staff.

# OUTCOME

'Friends of the San Francisco Public Library now has tightened communications between staff, volunteers and board members due to the ability to easily share information with each other and the community."

- Scott Staub, Executive Director



Katherine Jardine, MLIS

#### **SOLUTION**

Virtual spaces were designed for all parties involved to share and access information, and two databases were built; one that eliminated a tedious daily data entry task, and another that keeps track of an over-stock of donated books.

# TWO DATABASES

A living document was built that records copies of books the donation center receives in large quantities called "set asides." It's a searchable, online system that keeps track of the books as they come into the donation center, so that they can be pulled and put on display in the stores.

| <u>ollectiveAccess</u>                           |   | New 👻                             | Find -                            | Manage 👻 | History - | - |
|--|---|-----------------------------------|-----------------------------------|----------|-----------|---|
| - RESULTS (1/1) →                                | Collection date span  |                                   |                                   |          |           |   |
| EDITING COLLECTION:                              | circa 1931  |                                   |                                   |          |           |   |
| eadbetter Collection (English)                   |   |                                   |                                   |          |           |   |
| Leadbetter Collection]<br>[vpe: [NHF collection] | Add collection date span  |                                   |                                   |          |           |   |
|  | Collection summary  |                                   |                                   |          |           |   |
| Show hierarchy info ><br>Download as EAD >       | The Leadbetter Collection consists of views of the operations of  | the John                          |                                   | 6        |           |   |
| BASIC INFO                                       | MacGregor Corporation spool mill, both inside and outside. The<br>company is surrounded by stacked lumber. Men feed lengths of  |                                   |                                   |          |           |   |
| ACCESS   | cutting and drilling machines while women inspect the turned a  | nd cut spo                        | ools.                             |          |           |   |
|  | Concern for fire is suggested by the water tower, and views of a<br>lengths of fire hose.   | hydrant                           | and                               | × ·      |           |   |
| RELATIONSHIPS                                    |   |                                   |                                   | Ť        |           |   |
| NDEX TERMS                                       |   |                                   |                                   |          |           |   |
| LOG  | Biographical and historical notes   |                                   |                                   |          |           |   |
|  | In the 1930s, Fred Leadbetter was the general manager of the<br>Corporation spool mill in South Lincoln, Maine. The mill manufac<br>wood spools and bagged them for shipment to the Clark Thread<br>Jersey, where thread was wound onto the spools for sale to cust | ctured wh<br>Company<br>tomers. T | ite birch<br>y in New<br>he South | 0        |           |   |
|  | Lincoln spool mill depended on a supply of white birch from<br>was incorporated in 1898 by an immigrant from Scotland wh<br>Clark Thread Company. Dr. Guy Leadbetter, Jr., donated the  | had worked for the                | d for the                         |          |           |   |
|  | System of Arrangement   |                                   |                                   |          |           |   |
|  |   |                                   |                                   |          |           |   |
|  |   |                                   |                                   |          |           |   |
|  |   |                                   |                                   |          |           |   |
|  |   |                                   |                                   |          |           |   |
|  | Primary format  |                                   |                                   |          |           |   |
|  |   |                                   |                                   |          |           |   |
|  |   |                                   |                                   |          |           |   |

A tedious data-entry task was eliminated by building a unique online database that keeps track of donation center items (categories of books). Previously, this task was performed manually on paper by one staff member, before being transcribed into an Excel document by another.

| Box C                   | ICCKI       | SL   | 20 |
|-------------------------|-------------|--|----|
| A302                    | Gold        |  |    |
| Antiques & Collectibles |             | -  |    |
| Architecture            |             |  |    |
| Art                     |             |  |    |
| California & Sa         | n Franciaco | $-$ addae ddaela andda addae $\_$                  |    |
| Grafts, Fashion         |             |  |    |
| Ephonen                 |             |  |    |
| How-To                  |             |  |    |
| Interior Design         |             | -  |    |
| Miniature & Gi          | ft Books    |  |    |
| Music General           |             | $-$ occes acces acces acces acces $\underline{\ }$ |    |
| Munic Searca de         | Sheet       |  |    |
| Photography             |             |  |    |

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