

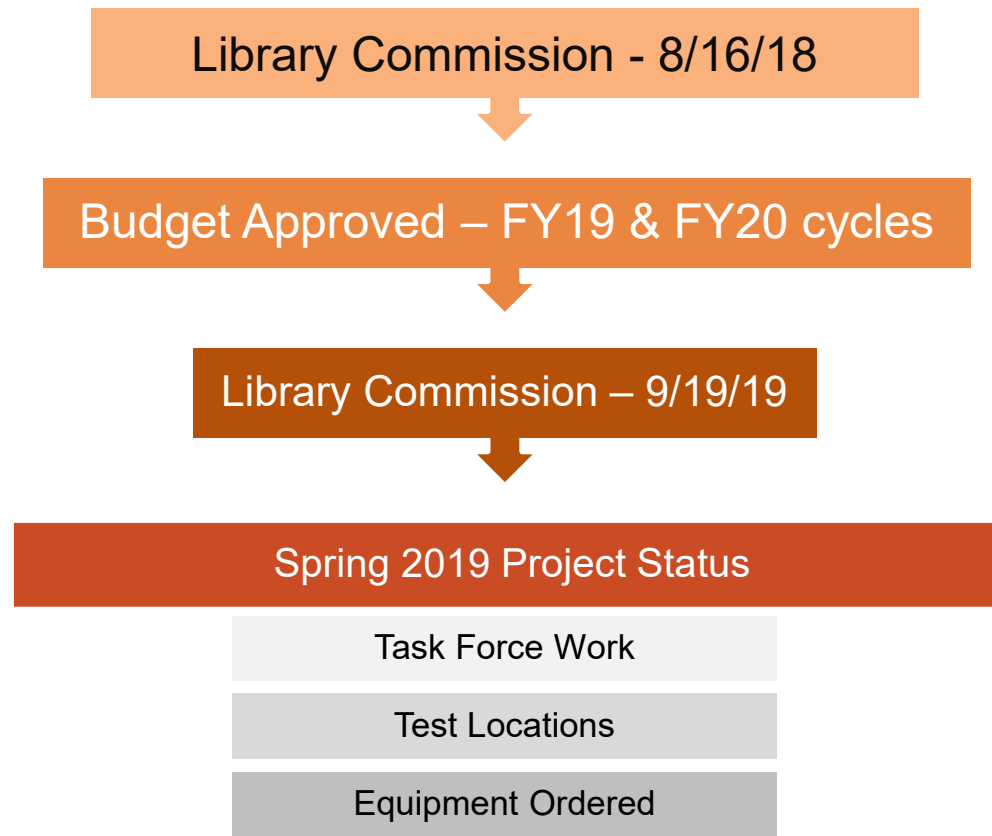


# **Collections Inventory Modernization Project**

Shellie Cocking

Chief of Collections and Technical Services

# RFID Project History



# Surveillance Technology Ordinance - RFID Technology Policy

## Radio Frequency Identification (RFID)

Department	Authorized Uses
Public Library	<ol style="list-style-type: none"> <li>1. Passive RFID tags applied to library material – For use in inventory management and circulation functions.</li> <li>2. Staff workstation RFID pads – For use by staff to check in and out material and trigger holds.</li> <li>3. Self-check machines – For use by patrons to check out material.</li> <li>4. Inventory wand – For use by staff to confirm the current inventory on the library's shelves.</li> <li>5. Sorting machine – For use in checking in material and sorting the items into carts and bins for delivery to other floors and branches.</li> </ol>

RFID Public Meeting Dates:

Date	Meeting
January 24, 2020	Privacy and Surveillance Advisory Board (PSAB)
February 20, 2020	Committee on Information Technology (COIT)

COIT recommends the following action be taken on the policies:

- Approve the RFID Technology Policy for the Public Library.

## Updates 2021

- Board of Supervisors – July 19<sup>th</sup> – Approved
- Mayor – August 4<sup>th</sup> – Approved



# RFID Progress

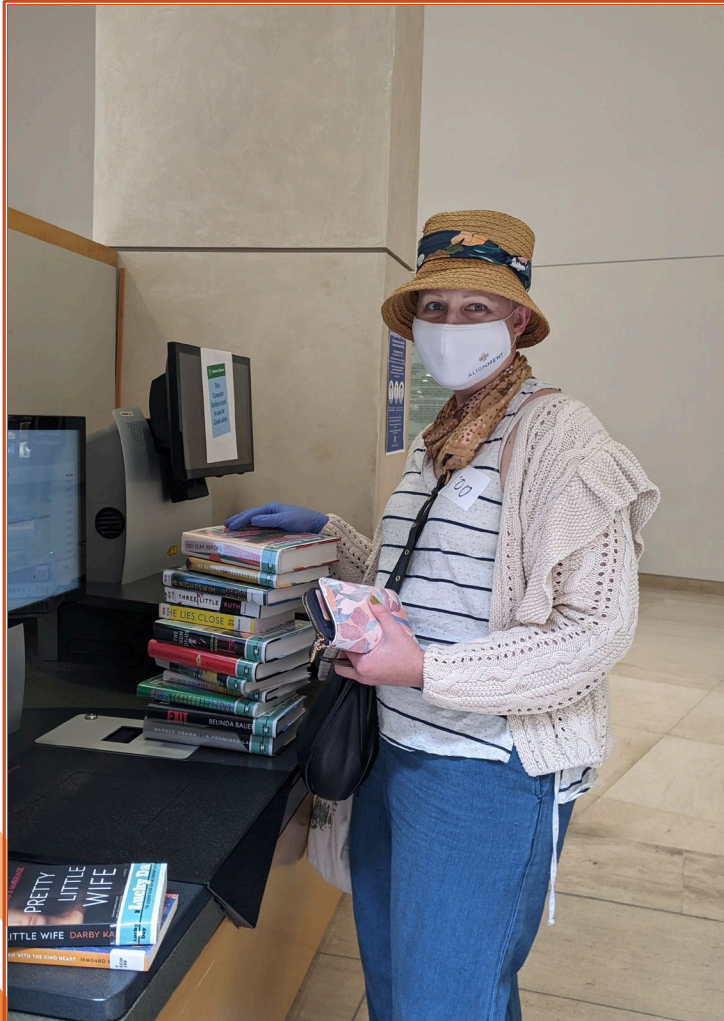
## Pre Closure Work

- Started Spring 2019
- New material specifications updated August 2019
- Equipment ordered Spring 2019
- 15 Branch book collections & Main circulating books tagged by March 2020
- Self-check equipment prepped

## Post Closure Work

- Equipment installed
- Tagging continued – Completion Goal of October 1<sup>st</sup>
- Training – new equipment

# Launched - Browse & Bounce



## Improvements

- Multi-item check-in and check-out
- Security gates – improved accuracy
- Improved ergonomics for staff
- Improved ergonomics for patrons
- Scanner reads smart phones' screens

## Patron Feedback

I was assisting mother and her child who wanted to check out about 50 picture stories. So, I told them "Let's take these to the new self-check out machine! I will show you how to check them out!" They were impressed that we can check out more than one book at a time (we checked out 5 at a time). They were so happy to take so many books home. So they ended up checking out 53 picture stories that time.

-Sojiro Sugisaki, Mission Bay Branch

# Thank You

- Library Commission
- RFID Implementation Team
- Finance Office
- IT Project Team
- Main Staff
- Branch Staff
- Collections & Technical Services Staff
  - Queena Chen & Alice Chan



# Sorting Machines

Related projects that  
took advantage of RFID

# Main First Floor

## Sorting Machine Upgraded

- New Library Mates – fewer errors
- 4 additional sorting slots in the same footprint
- 4x faster
- Reused carts





# Delivery Services

## New machine – May 2020

- Sorts material traveling between branches, bookmobiles and the Main.
- Sorted the masses of material during closure, including checking in quarantined items.
- Averages – 142,000 items a month
- Tote Check-In – scan one barcode check all the items in a tote - 29 to 40 items





**Thank You**

Shellie Cocking  
shellie.cocking@sfpl.org