

The Issue:
Bibliographic Management/Technical Services departments need to find ways to deal with the ever increasing amount of materials needing to be processed without depending on increases in library budgets or staffing.

The Solution:
Use available tools to streamline workflows and increase efficiency .

How We Did It:
Introduced the use Macro Express in our Bibliographic Management Services Department.

1st Stop: Discovery

What is a Macro?
“A macro is a way to automate a task that you perform repeatedly or on a regular basis. It is a series of commands and actions that can be stored and run whenever you need to perform the task.”

-- from the website of Insight Software Solutions, Inc., makers of Macro Express software

What Are Other Libraries Doing With Macros?
We discovered that libraries such as Penn State, Cornell University, and the University of Rochester are actively supporting the use of Macro Express at some or all departments of their libraries.

3rd Stop: Sharing

We then designed and taught a workshop on using Macro Express. This workshop was offered twice, first to BMS staff and then to all library employees.

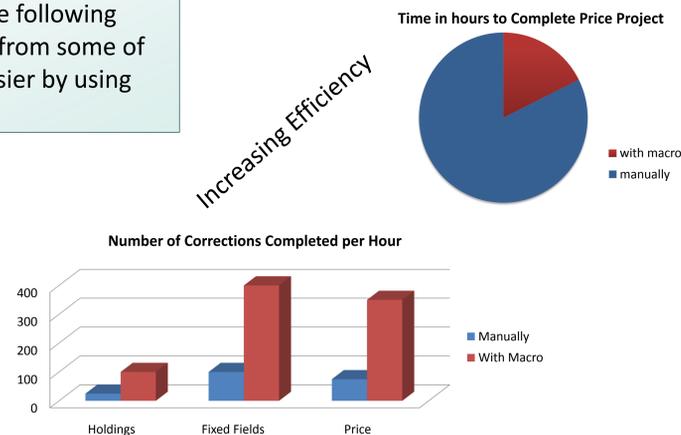
We first gave a presentation to BMS staff to introduce using Macro Express for the creation of macros and to gauge interest in learning more .

We established a shared space on the library network where employees can save their own macros and use macros others have created. The space includes documentation on what program(s) each macro runs in, what it does, and any tips on settings that affect how it works. Also in this space is a document with instructions on using Macro Express with tips specific to Mansfield Library and the Voyager system. Currently the shared space has the following types of macros:

- 27 macros created and documented
- 19 that work in Voyager
- 3 that work in OCLC Connexion
- 5 that work with more than one program

2nd Stop: Implementation

Macros helped us increase efficiency, reduce repetitive keystrokes, and increase accuracy. The following charts show statistics from some of the tasks we made easier by using macros.



Reducing Repetitive Keystrokes



We increased accuracy by using macros to:

- Copy and Paste information
- Insert Pre-Established Information
- Ensure same steps taken each time.

4th Stop: Future Possibilities

Evaluate the use of macros within the Mansfield Library’s Bibliographic Management Services Department

- Who’s using the tool and how well it works for them
- Who’s not utilizing and why not.

Follow the evaluation with more advanced training of BMS staff

Expand the program to other departments within the Mansfield Library and other affiliated libraries