# Streamlining your Library Workflows (Leganto)

## Exercise for Attendees

Ex Libris Knowledge Days, May 2023

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## Framework for a Workflow Review

**This exercise can help your library better understand your current processes and identify opportunities to streamline your library workflows**

1. Bring *all* the relevant people together
   a. Who participates in work to support Leganto? Consider places where Leganto processing workflows branch into other departments (may include acquisitions, digitization, copyright, course reserves, etc). Don't guess what they do and why they do it. Ask!
2. Start by defining the end goal of the Leganto processing work. Think about your library and your specific goals
   a. Some examples, although your goals may be very different:
      i. Students can access every item on a resource list with no problems
      ii. Students can access almost all resources with no problems and the library can respond quickly when there are issues
      iii. The library has purchased sufficient copies of all books on resource lists
      iv. The library will support as many courses as possible within our staffing limitations
      v. There are no copyright violations on reading lists
      vi. Faculty have all their resources in one place; some won't be available from the library
   b. Can't agree? It may help to identify a "final decider" in advance
3. Identify the work that is happening today
   a. What do you do, and also *why* do you do the work you do?
   b. Prompt: New reading lists have been submitted to the library. What happens next?
      i. Who starts? How do they start?
      ii. What do they do? Why?
      iii. Where does it go next?

    iv. At what point does it branch off to someone else? What does that person/team do? Why?

    v. How does the workflow finish? How do you know? Who completes it?

4. Evaluate the workflow

  a. Where does the work seem hard? Why?

  b. Where is there a delay? Why?

  c. Do all of your review activities serve the goal you set in the beginning?

5. Consider changes

  a. Are there any tasks you can skip/automate?

6. Try it out!

  a. You can always change your Leganto configurations. Don't be afraid to try something for a semester and then evaluate how it went