

2011

# Using the Cloud for Collaboration and Productivity

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# Using the Cloud for Collaboration and Productivity

Amanda Izenstark  
RILA Program:  
Technologies In Libraries:  
Today's Cutting Edge Services  
November 28, 2011

A large, fluffy white cumulus cloud is the central focus, set against a clear, vibrant blue sky. A large, bold, blue question mark is superimposed on the cloud. Other smaller white clouds are visible in the lower corners of the frame.

?



**You may already be using  
the cloud...**

**Here are additional times  
when it can be helpful.**

**Scenario 1: You're Busy  
and Finding Time to  
Collaborate is Practically  
Impossible**

**Solution 1: Collaborative  
document tools eliminate  
multiple versions and  
reduces need for meetings.**





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# Simple Online Document Management

TRY IT NOW New Features

**My Workspaces (4)**

<b>Official</b> Description: Created on Nov 12 '09	[Icons]
<b>Leads</b> Description: Created on Nov 12 '09	[Icons]
<b>Follow up</b> Description: Created on Nov 12 '09	[Icons]
<b>Marketing</b> Description: Created on Nov 12 '09	[Icons]

**Shared Workspaces (4)**

<b>Official</b> Author: pboyle	[Icons]
<b>Support</b> Author: Jacob	[Icons]
<b>Tracking</b> Author: Daniel	[Icons]
<b>Support</b> Author: William	[Icons]

**Collaborative Workspaces**

- ▶ Share folders & invite users to view, edit, add documents
- ▶ Know if the team is in sync with file version history
- ▶ Get feedback through reviews and online chat

Sign Up Now!

Storage & Sharing Workspaces Admin Console Mobile

**Scenario 2: Everyone needs  
the most up-to-date version  
of a chronically changing  
document.**

**Solution 2: Collaborative  
tools can be used to publish  
information as it changes,  
and make it public.**

**Reference Desk Schedule May 2011 - April 2012**

<a href="#">11/28/11</a> <a href="#">Template</a> <a href="#">Fall 2011 Graduate Students</a> <a href="#">11/21/11</a> <a href="#">11/14/11</a> <a href="#">11/7/11</a> <a href="#">10/31/11</a> <a href="#">10/24/11</a> <a href="#">10/17/11</a> <a href="#">10/10/11</a> <a href="#">10/3/11</a> <a href="#">9/26/11</a> <a href="#">9/19/11</a> <a href="#">9/12/11</a> <a href="#">9/5/11</a> <a href="#">8/29/11</a> <a href="#">8/22/11</a> <a href="#">8/15/11</a> <a href="#">8/8/11</a> <a href="#">8/1/11</a> <a href="#">7/25/11</a> <a href="#">7/18/11</a> <a href="#">7/11/11</a> <a href="#">7/4/11</a> <a href="#">6/27/11</a> <a href="#">6/20/11</a> <a href="#">6/13/11</a> <a href="#">6/6/11</a> <a href="#">5/30/11</a> <a href="#">5/23/11</a> <a href="#">5/16/11</a> <a href="#">5/9/11</a> <a href="#">5/2/11</a>																									
week starting	Monday 28					Tuesday 29					Wednesday 30					Thursday 1					Friday 2				
11/28/2011	BG - V					BG-V, PL-S					BG - V					NELIG - MM									
	Desk		BI	LIB	Desk		BI	LIB	Desk		BI	LIB	Desk		BI	LIB	Desk		BI	LIB					
8-9																									
9-10	JK				JK	DIL mtg. - AI		GCH 102 - MM	MK				PL	Open House - RD		GCH 102 - MM	NH			Lib Fac mtg.					
10-11	JK				JK			MK					PL	Chairs - DM			NH								
11-12	RD				MK		LIB 120 - AI	JK					MK	mtg. - RD		LIB 120 - AI	NH		CD mtg.						
12-1	RD				MK			JK					MK	mtg. - PL			NH								
1-2	MK				MM			DM					JK				IM			Ref. training - DM					
2-3	MK				RD			DM	appt. - MK mtg. - PL				BG				IM	mtg. - AI							
3-4	AI	MM-mtg		LIB 120 - JK	AI			MM			LIB 120 - JK	BG	AAUP Ex.				IM								

**Scenario 3: I'm here, you're  
there, and we need to  
collaborate on a project.**

**Solution 3: Sure, we could  
send documents back and  
forth, but there are better  
options...**



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Access anywhere: Edit and view

Share your work: Real-time collaboration

# Simple Online Document Management



## Collaborative Workspaces

- ▶ Share folders & invite users to view, edit, add documents
- ▶ Know if the team is in sync with file version history
- ▶ Get feedback through reviews and online chat

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## ALA Connect

Browse ALA Connect

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### USER LOGIN

Username: \*

Password: \*

[Log in](#)

- [Create new account](#)
- [Request new password](#)

### WHO'S ONLINE

There are currently 24 users and 1 guest online.

- Heidi Steiner
- Kelly Jarimbak
- Heather Beverley
- Deborah Zimmerman
- Joanna Axelrod
- Caroline Sacconi
- Andrew Sherman
- Connie Behl
- Lily Ramin
- Stephanie Range
- Tasha Krugler
- Erin Shackelford (staff)
- Catherine Potter
- Christopher Kyiak
- Willie Miller

### Committee Notifications Are On!



Calling all members of active committees: we've automatically turned on email notifications from your committees. We hope this helps your group communicate better, but you can also adjust your personal settings by going to the "Subscriptions" tab on your profile when logged in. [Learn more...](#)

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### FROM ALA GROUPS

#### Agenda: ACRIL ILPD Virtual Meeting December 12, 2011

by [Merinda McLure](#) on Mon, 11/28/2011 - 11:30am  
[COMMITTEE](#) ACRIL Information Literacy Professional Development Committee (Association of College & Research Libraries)

#### DLS Bibliography Committee virtual meeting for Midwinter

by [Samantha Hines](#) on Mon, 11/28/2011 - 10:03am  
[SECTION](#) ACRIL DLS (Distance Learning Section)

#### Agenda, ILBP Meeting, 11/29, 9am PT

by [Amanda Herby](#) on Wed, 11/23/2011 - 4:40pm  
[COMMITTEE](#) ACRIL IS Information Literacy Best Practices Committee (Instruction Section)

### FROM MEMBER COMMUNITIES

#### New Tips in Threes

by [James Hennessy E. \(staff\)](#) on Mon, 11/28/2011 - 12:01pm  
[COMMITTEE](#) ACA: Resource Description & Access

#### #UnionLibrarians -twitter

by [Kathleen McCook](#) on Sun, 11/27/2011 - 7:15am  
[COMMITTEE](#) Union Library Workers

#### Participate in the Shared Vision for the Future of the PDLP - an additional resource

by [John Stevenson](#) on Wed, 11/23/2011 - 9:59am  
[COMMITTEE](#) PDLP Issues Within ALA

#### Midwinter Meeting Topic: "Validating Quality in Large-Scale Digitization"

by [Jason Kuslita](#) on Tue, 11/22/2011 - 8:10am  
[ORGANIZATION](#) ACD & ICA: Digital Preservation, Digitization &

### NEW OPPORTUNITIES

- Have you planned to abandon a service, resource or space? We are looking for proposals by DEC 13th!
- CFP: Intellectual Freedom & Libraries in America & Abroad: Historical Perspectives, ALA Library History Round Table (LHRT) Research Forum 2012
- ACRIL Liaison to SCUP (Society for College & University Planning)
- Call for Proposals: Academic Exchange Quarterly
- Invitation to share your research through Libraries Thriving.

[More](#)

### NEW MEMBER COMMUNITIES

- ALSC Nominating Committee 2013
- Technology and Industry Interest Group
- Serials and E-Resources Documentation Repository
- Big Heads
- ALA Budget and Finance Member Group

### POPULAR

- ALA Emerging Leaders 2011 Final Project

**Scenario 4: You need to manage all the information you acquire, generate, or just generally *need*.**



**Solution 4: Online backup  
and note synchronization  
tools can assure you have  
access to your files when  
you need them.**



# Dropbox



## EVERNOTE

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1 package ramen nood



Q salty ramen

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& Families

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Businesses

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## Small Business

Back up all your computers for one  
flat price. Plans start at just  
\$229/year.

# Consider...

It's not wise to store sensitive information in the cloud.

What happens if you're disconnected?

How easy is it to back up?