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11-28-2011

## 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.**





## Docs

Create and share your work online

**Upload your files from your desktop:** It's easy to get started and it's free!

**Access anywhere:** Edit and view your docs from any computer or smart phone.

**Share your work:** Real-time collaboration means work gets done more quickly.

The screenshot shows the Zoho Docs website and its user interface. The website header includes the Zoho Docs logo, navigation links (Home, Features, Pricing, FAQ, Tour, Help, Forums, Blogs), and social media links. The main heading is "Simple Online Document Management". Below this, there are buttons for "TRY IT NOW" and "New Features". The interface shows a workspace view with "My Workspaces" and "Shared Workspaces" lists. The "My Workspaces" list includes "Official", "Leads", "Follow up", and "Marketing". The "Shared Workspaces" list includes "Official", "Support", "Tracking", and "Support". A "Collaborative Workspaces" section highlights features like sharing folders, version history, and feedback. A "Sign Up Now!" button is prominently displayed.

**Zoho Docs**  
Online Document Management Software

Support Contact Us SIGN UP FREE! SIGN IN

Follow Zoho Docs

Documents Spreadsheets

Home Features Pricing FAQ Tour Help Forums Blogs

# Simple Online Document Management

TRY IT NOW New Features

### 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			MK				PL	Open			GCH	NH			Lib				
						mtg.								House			102				Fac				
						- AI								- RD			- MM				mtg.				
10-11	JK				JK				MK				PL	Chairs				NH							
														- DM											
11-12	RD				MK				LIB 120	JK			MK	mtg.			LIB 120	NH			CD				
									- AI					- RD			- AI				mtg.				
12-1	RD				MK					JK			MK	mtg.				NH							
														- PL											
1-2	MK				MM					DM			JK					IM				Ref.			
																						training			
2-3	MK				RD					DM	appt.		BG					IM			mtg.				
											- MK										- AI				
											mtg.														
											- PL														
3-4	AI	MM-mtg		LIB 120 - JK	AI				MM				LIB 120 - JK	BG				IM							
															AAUP										
														Ex.											

**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...**



## Docs

Create and share your work



Online Document Management Software

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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

[Sign Up Now!](#)

[Console](#)

[Mobile](#)

## ALA Connect

Browse ALA Connect

Search ALA Connect

[GO](#) [Advanced Search](#)

### 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 Amin
- Stephanie Range
- Tasha Krugler
- Erin Shuckford (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...](#)

[View](#) [1](#) [2](#) [Next](#)

### 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](#) AOA: 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, Preservation &

### 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

[LEARN MORE](#) | [NOTEWORTHY BLOG](#) | [THE TRUNK](#)

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# Remember everything.

2 Teas...

LOG IN

USA

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## Back up. Move forward.

Automatic online backup  
with anytime, anywhere access.

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That Salty Ramen Recipe

1 cup table salt  
1 package ramen nood



Q salty ramen

## and things fast.

Search by keyword, tag or even printed and  
handwritten text inside images.

Recommended for:

Individuals  
& Families

1-2 Person  
Businesses

### Home & Home Office

Unlimited online backup – starting at  
\$59/year per computer.

Recommended for:

Businesses with  
3+ computers

### 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?