

DATE: September 29, 2012

TO: Lynda Butler & Dennis Taylor  
Co-Chairs, COS Steering Committee

FROM: Don Welsh  
Acting Director of Research, Instruction, and Outreach Services  
Swem Library

RE: Report on Green Fee Grant to Swem Library

Swem Library received a grant from the Committee on Sustainability in October of 2011. The grant was for \$18,950 to be used for the purchase of a digital scanner for the library's thriving interlibrary loan operation. The scanner would allow the library to stop the use of a photocopier to make paper copies of articles and book chapters. In the previous year, over 120,000 paper copies were made in Swem Library.

The library staff studied the available scanners and associated equipment and software. A selection was made and a scanner purchased. It arrived in March of 2012. After a brief period for set-up, testing, and training, the scanner was put right to work. The Interlibrary Loan department switched exclusively from copying to scanning. The use of the copier has plummeted . . . down 94% since June! This represents a savings of thousands of copies every month. There is huge financial savings in paper and toner, and a much-needed improvement in quality.

The project has been a huge success. From what we know about the quality and reliability of the equipment, the scanner should keep saving us money for years to come.

The staff of Swem Library would like to thank the Committee on Sustainability and everyone who helped make this happen.



Attachment:



**Image Access, Inc.**  
 543 NW 77th Street, Suite 210  
 Boca Raton, FL 33487  
 561.995.8334 phone  
 561.431.2766 fax

# INVOICE

INVOICE DATE	INVOICE #
6/1/2012	16745

<b>BILL TO:</b>
Earl Gregg Swem Library, Library Mgmt Svc College of William and Mary PO Box 8794 Williamsburg, VA 23187-8794

<b>SHIP TO:</b>
Earl Gregg Swem Library, Library Mgmt Svc College of William and Mary 1 Landrum Drive Williamsburg, VA 23185

P.O. No.	TERMS	PAYMENT DUE	SHIP DATE	SHIP VIA	EMAIL
DO1494079	Net 30	7/1/2012	6/1/2012	Best Way	alicia.deabreu@imageac...

QTY	MODEL #	DESCRIPTION	PER UNIT	AMOUNT
1	KIC-II	Knowledge Imaging Center (KIC-II) Bookeye SN: 001999b7a335	16,959.00	16,959.00T
1	BE4-SGS-V2	Includes: Bookeye 4 A2 Grayscale Scanner with V-Shaped Cradle		
1	BE4-GSCL-OPT	Color Upgrade		
1	KIC II TableTop Ca...	Parson's Table	799.00	799.00T
1	3M 17" Touch Screen	17" Touch Screen		
1	Miscellaneous	USB Jump Drive Support		
1	Miscellaneous	KIC-II Software		
		PO# DO1494079-(RFQ-12-SVM-187) Out-of-state sale, exempt from sales tax	0.00%	0.00

Thank you for your business  
 Alicia DeAbreu 561-886-2978

**TOTAL:** \$17,758.00

Amount due is subject to a monthly finance charge of 1.5% if invoice is not paid within its terms.