

# **Digital Library Assistant**

## **User Guide**

**Branch:**

**DLA is stored:**

**Computer with Digital Data Manager installed:**

# Contents

<b>Meet the Digital Library Assistant .....</b>	<b>1</b>
DLA Overview .....	1
Accessories.....	2
Typical Workflow.....	3
<b>Updating the Lists on the DLA.....</b>	<b>4</b>
Connect the SD Card to the Computer.....	4
Delete the Old Lists in the Desktop Folder .....	4
Copy the New Lists from the Systems Folder to the Desktop Folder .....	4
Transfer the Lists to the SD Card Using the Digital Data Manager.....	4
Disconnect the SD Card from the Computer.....	5
<b>Scanning the Collection with the DLA .....</b>	<b>6</b>
Best Practices .....	6
Get Started .....	7
Turn On the DLA .....	7
Scan the Collection .....	8
Turn Off the DLA.....	8
<b>DLA Update Schedule .....</b>	<b>9</b>
<b>Scanning List.....</b>	<b>10</b>

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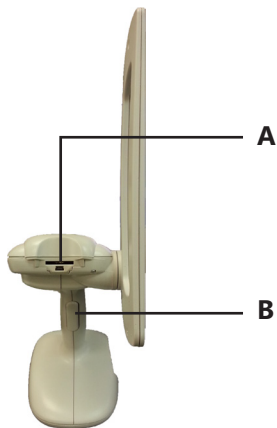
# Meet the Digital Library Assistant

The Digital Library Assistant (DLA) is a handheld device that reads RFID tags in library items. As a Library Assistant, your task is to scan the library collection with the DLA to find items from various Circulation lists.

## DLA Overview

This guide describes the 3M Digital Library Assistant Model 804.

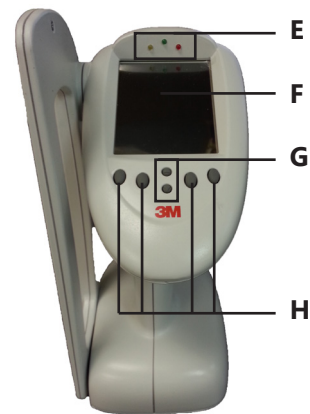
**Front**



**Side**



**Top**



- A. **SD Card Slot**  
Houses the SD card.
- B. **Trigger**  
Press to start or stop the DLA from scanning.
- C. **Antenna**  
Reads RFID tags in library items.
- D. **Battery Slot**  
Houses the battery.
- E. **Indicator Lights**  
Turn on when the DLA detects an item from a list.
- F. **Display**  
Tap the touchscreen to use the DLA.
- G. **Scroll Buttons**  
Press to move up and down the page.
- H. **Menu Buttons**  
Press to select the corresponding menu selection that appears at the bottom of the display.

## Accessories

The following accessories are included with the DLA.

### Carrying Case



Use the carrying case to store and transport the DLA and its accessories.

### Stylus (2)



Use the stylus to navigate and interact with the DLA interface without leaving finger marks on the display.

### SD Card (2)



The SD card stores the Circulation list files. The DLA uses these files when searching for items.

### Card Reader



The card reader lets you connect the SD card to a computer allowing you to transfer the Circulation list files to the SD card.

### Battery (2)



The DLA comes with two rechargeable batteries. A fully charged battery powers the DLA for approximately six hours.

### Charger with Power Supply and Cord



Use the charger with the power supply and cord to charge the DLA battery.

### Microfiber Cleaning Cloth



Use the microfiber cleaning cloth to wipe dust and finger marks from the display.

### Torque Wrench



Use the torque wrench to adjust the antenna pivot.

## Typical Workflow

This section describes the typical workflow for completing the Circulation reports with the DLA.

### A | Update


At the beginning of each week, use the Digital Data Manager to update the lists on the DLA.

### B | Scan

Use the DLA to scan the collection to find items from the lists.

### C | Check In

Process the items that you find using the Exempt Fines mode in Horizon.

 **NOTE:** To avoid duplicating work, it is recommended that each branch create a schedule for updating the lists on the DLA (Page 9) and a list to track the items that have been recently scanned (Page 10).

## Updating the Lists on the DLA

You will need access to the Digital Data Manager program to update the lists on the DLA. The only computer that has the Digital Data Manager installed is:

### Connect the SD Card to the Computer

1. Remove the SD card from the DLA.
2. Insert the SD card into the card reader.
3. Plug the card reader into the computer's USB port.

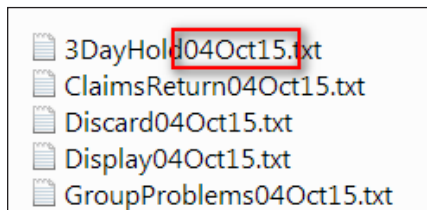
### Delete the Old Lists in the Desktop Folder

1. From the desktop, click **3MFolders** > **search lists**.
2. Select all the files in the folder.
3. Right-click the selected files and click **Delete** > **Yes**.

### Copy the New Lists from the Systems Folder to the Desktop Folder

1. From the desktop, click **My Computer** > **K Drive** > **Dropbox** > **Item Status Reports** > **search lists**.
2. Select all the files in the folder.

**TIP:** Note the date in the filenames. This date should appear in subsequent steps and is an easy way for you to check that you are working with and updating the DLA with the latest lists.

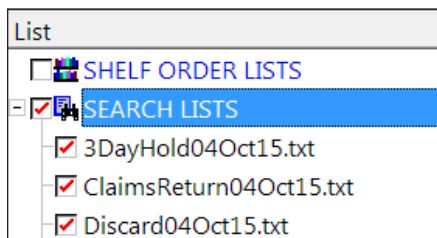


3. Right-click the selected files and click **Copy**.
  4. From the desktop, click **3MFolders** > **search lists**.
  5. Right-click in the empty folder and click **Paste**.
- The files from the Systems folder appear in the Desktop folder.*

### Transfer the Lists to the SD Card Using the Digital Data Manager

1. From the desktop, click the **3M Digital Data Manager**  icon.
2. On the **File** menu, click **Clear Database**.
3. Click the **SEARCHLISTS** box.

*A red check mark appears next to the lists that will be transferred to the SD card.*



4. Check that the following lists are selected:

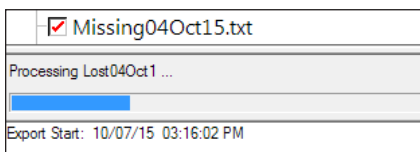
- 3DayHold
- ClaimsReturn
- Discard
- Display
- GroupProblems
- InTransit
- Lost
- Mends
- Missing
- Problem
- Trace
- TransitHold
- Workroom

5. On the toolbar, click the **Export**  icon.

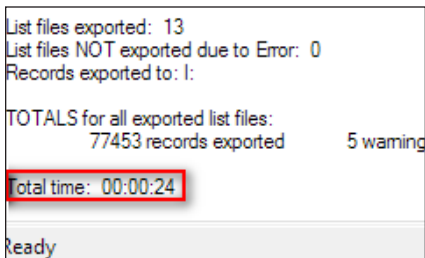
*The Export window appears. This shows the reports that will be transferred to the SD Card.*

6. Click **OK**.

*A blue bar appears in the Export Progress Area.*




*The transfer takes approximately 30 seconds. The transfer is complete when the Total Time appears in the Export Summary Area.*



7. Once the transfer is complete, on the **View** menu, click **View Export Info**.

*The Database Information window appears. This shows the lists that have been transferred to the SD card.*

8. Check that the lists have been transferred to the SD card and click **OK**. If any of the lists are missing, repeat steps 2-7.

 **NOTE:** Fill out the DLA Update Schedule after you have updated the DLA with the latest lists.

### Disconnect the SD Card from the Computer

1. From the desktop, click **My Computer**.
2. Right-click on the drive assigned to the card reader and click **Eject**.
3. Unplug the card reader from the USB port.
4. Remove the SD card from the card reader.

# Scanning the Collection with the DLA

## Best Practices

When operating the DLA, follow these techniques to achieve optimal performance:

### Align

Keep the antenna parallel and within half an inch of the item's spine.



### Adjust

Rotate the antenna when scanning the bottom shelves.



### Move

The DLA emits a pacing sound to help you scan at the optimal speed. Move the DLA at a rate of one book per beep.



**⚠ WARNING:** To avoid repetitive stress injuries, take a break after 15 minutes of continuous use.



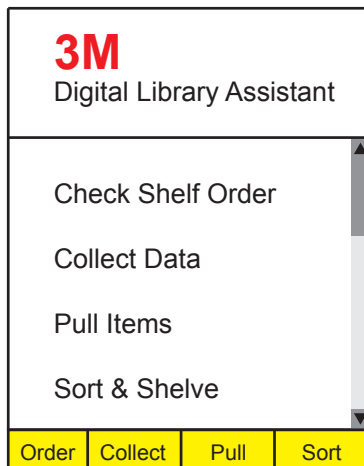
## Get Started

Before you scan the collection, check the DLA Update Schedule (Page 9) to ensure the DLA has been updated with the latest lists. Systems uploads new lists every Sunday.

## Turn On the DLA

1. Insert the SD card into the DLA.
2. Insert the battery into the DLA.

*The display turns on and the Home page appears.*

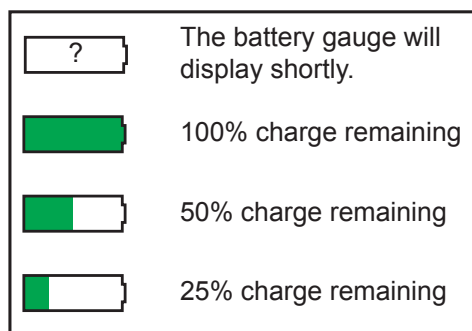


 **NOTE:** If the Set Clock prompt appears, tap **Cancel**.


3. Scroll down and tap **Search**.



4. Check the battery icon in the upper-right corner. If the icon shows less than 50% charge remaining, turn off the DLA and switch to the secondary battery. Recharge the primary battery while you scan the collection.




## Scan the Collection

 **NOTE:** You will have difficulty scanning and locating CDs, magazines, and generic items because of the way they are shelved. Before you scan these items, you will have to remove these items from the shelf and arrange them into equal rows on a non-metallic surface. Do not stack the items on top of each other.



1. Align the DLA to an item and press the trigger to start scanning.  
*On the display, the Scan in Progress message will flash and the pacing sound begins.*
2. Move the DLA at a rate of one item per beep until you find an item on the report.  
*When an item from a list is detected, the DLA will emit a notification sound and the indicator lights will turn on. Information that will help you locate the item will also appear on the display.*



3. Locate the item and put it aside for check in.  
 **TIP:** To check that you have located the correct item, use the DLA to scan the item again after you have removed it from the shelf.
4. Tap **Clear** to remove the item information from the display.

## Turn Off the DLA

1. Tap **Home**.
2. Scroll down and tap **Battery**.
3. Once the display turns off, remove the battery.

DLA Update Schedule

20

List	Updated	List	Updated	List	Updated
J	<input type="checkbox"/>	M	<input type="checkbox"/>	S	<input type="checkbox"/>
A	<input type="checkbox"/>	A	<input type="checkbox"/>	E	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
F	<input type="checkbox"/>	J	<input type="checkbox"/>	O	<input type="checkbox"/>
E	<input type="checkbox"/>	N	<input type="checkbox"/>	C	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
M	<input type="checkbox"/>	J	<input type="checkbox"/>	N	<input type="checkbox"/>
R	<input type="checkbox"/>	L	<input type="checkbox"/>	O	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
A	<input type="checkbox"/>	A	<input type="checkbox"/>	D	<input type="checkbox"/>
L	<input type="checkbox"/>	U	<input type="checkbox"/>	E	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

## Scanning List

Scan the library collection in the following order:

If you cannot scan an entire section, remember to record the Call Number (Adult NF 784.52 S97sp) or Author's last name (YA Fiction Collins) in the Last Scan box.

[illegible]