

Create Lists and Statistics

(Or How to use Sierra to Protect Your Library from the Apocalypse!)

Just Kidding, No Apocalypse

Presented by:

Nathalie Crick, Pitkin County

Diane Levin, Eagle Valley

Amanda Nye Stevenson, Salida

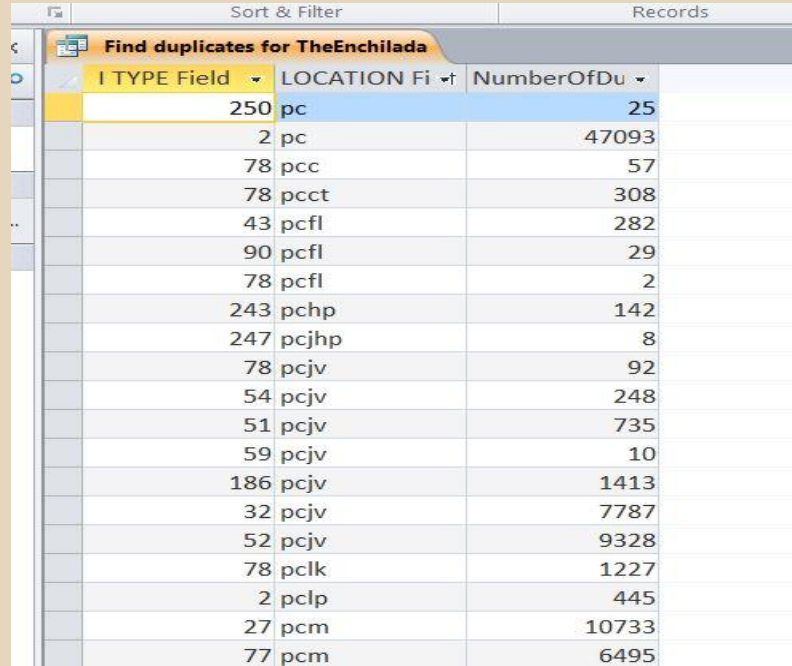
Amy Shipley, Garfield County

Pitkin County Library

How Sierra Can Sing for you!

Nathalie Crick

Your Collection: out of tune?



I TYPE Field	LOCATION Fi	NumberOfDu
250	pc	25
2	pc	47093
78	pcc	57
78	pcct	308
43	pcfl	282
90	pcfl	29
78	pcfl	2
243	pchp	142
247	pcjhp	8
78	pcjv	92
54	pcjv	248
51	pcjv	735
59	pcjv	10
186	pcjv	1413
32	pcjv	7787
52	pcjv	9328
78	pclk	1227
2	pclp	445
27	pcm	10733
77	pcm	6495

The handout is a snapshot of the entire collection

How is this helpful?

- A bird's-eye view of the Collection
- What items are incorrectly cataloged?

For Example, the 3 adult books in the Reference Collection: they should have an iType of 78 (reference)

- Statistics for the Annual Report
- What the heck do we store in the Clock Tower?
- What comprises the Spanish Collection?
- Do we really have 10 eBooks in Storage?

Create a List to export your entire Collection

Boolean Search

Review File Name: PCL Entire Collection

Store Record Type: ITEM i

Index BARCODE (b) 11300 to 11300

Term	Operator	Type	Field	Condition	Value A	Value B

Export the Fields you need

PCL Entire Collection

Export ITEM Information

Fields to be exported

Line	Type	Field
1	ITEM	CALL #
2	ITEM	I TYPE
3	i	LOCATION

Append

Insert

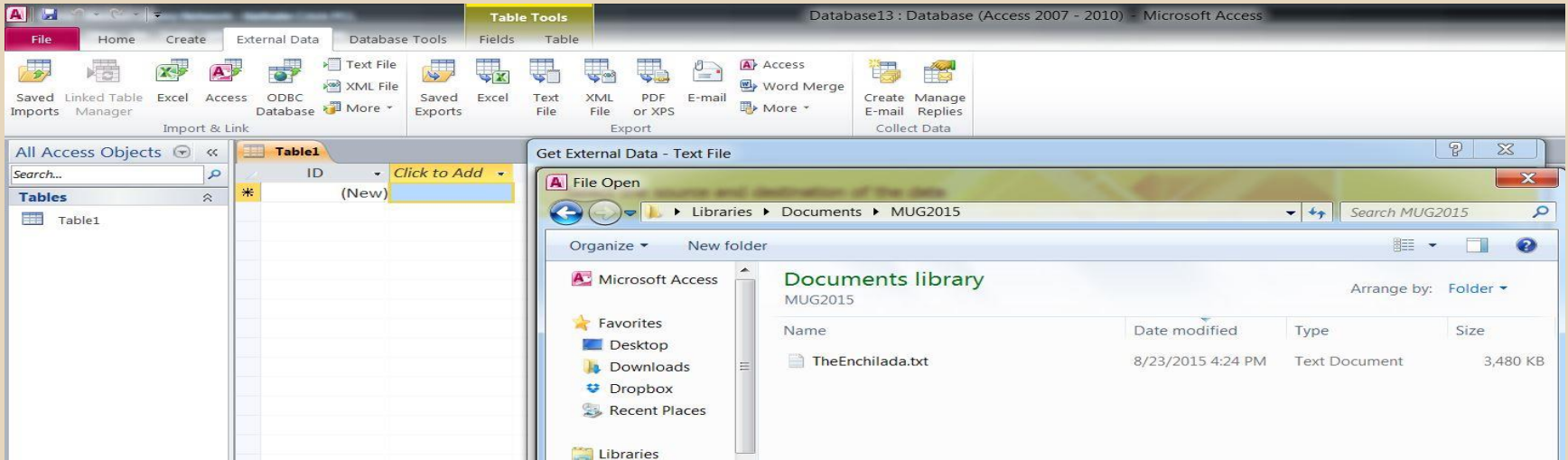
Delete

Field delimiter :
Text qualifier "
Repeated field delimiter ;
Maximum field length (0-1000) <none>

File: Z:\crick\MUG\MUG2015\TheEnchilada.txt Browse

OK Apply Saved Export Save This Export Close

Import to Access



Import the source data into a new table in the current database.
Your data is in a “Delimited” format, each separated by a comma.

Import Text Wizard

What delimiter separates your fields? Select the appropriate delimiter and see how your text is affected in the preview below.

Choose the delimiter that separates your fields:

Tab
 Semicolon
 Comma
 Space
 Other:

First Row Contains Field Names
Text Qualifier: "

CALL # (ITEM)	I TYPE	LOCATION
E Se86 SEUSS	32	pcjv
E Se86 SEUSS	32	pcjv
J978.02 Su7	52	pcjv
794.15 F533	2	pc

While Call Number and Location are Text fields, make sure your iType is an Integer! No Primary Key is required.

Import Text Wizard

You can specify information about each of the fields you are importing. Select fields in the area below in the 'Field Options' area.

Field Options

Field Name: Data Type:

Indexed: Do not import field (Skip)

CALL # (ITEM)	I TYPE	LOCATION
E Se86 SEUSS	32	pcjv
E Se86 SEUSS	32	pcjv
J978.02 Su7	52	pcjv
794.15 F533	2	pc

Now begins the FUN part!

- We are going to create a Query Wizard that will bundle all iTypes and Locations.

The screenshot shows the Microsoft Access interface. The ribbon is set to 'Table Tools' > 'Table'. The 'All Access Objects' pane on the left shows 'Tables' > 'TheEnchilada'. The main window displays a table with the following data:

CALL # (ITEM)	I TYPE	LOCATION
E Se86 SEUSS	32	pcjv
E Se86 SEUSS	32	pcjv
J978.02 Su7	52	pcjv
794.15 F533	2	pc

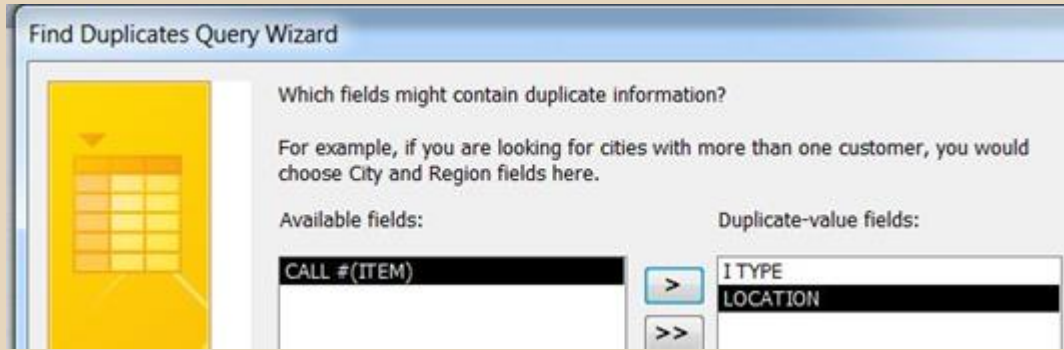
The 'New Query' dialog box is open, showing the following options:

- Simple Query Wizard
- Crosstab Query Wizard
- Find Duplicates Query Wizard** (selected)
- Find Unmatched Query Wizard

The 'Find Duplicates Query Wizard' option is highlighted, and its description reads: 'This wizard creates a query that finds records with duplicate field values in a single table or query.'

We want to have a count of all iTypes per Location

We want to have a count of all iTypes per Location



Find Duplicates Query Wizard

Which fields might contain duplicate information?

For example, if you are looking for cities with more than one customer, you would choose City and Region fields here.

Available fields:

CALL #(ITEM)

Duplicate-value fields:

I TYPE
LOCATION

> >>



Find Duplicates Query Wizard

Do you want the query to show fields in addition to those with duplicate values?

For example, if you chose to look for duplicate City values, you could choose CustomerName and Address here.

Available fields:

CALL #(ITEM)

Additional query fields:

--

> >>

Other ways we use Create Lists at PCL

- Weeding
- Purging Patrons' records
- Keeping monthly stats on Temporary patrons
- Shelf Reading with the 3M Digital Library Assistant

- Keeping Inventory with the 3M DLA
- Keeping Statistics on Withdrawn Items

My Sierra Tips

- Import Barcode as text in the import steps
- If I missed the above step, I format the cells as Custom and use # in the Type
- For the title, I use Marc Tag 245
- Use a delimiter that would never be in a title!

Eagle Valley Library District

Diane Levin

Collection Value & Database Clean-up

Create a list of all items in your collection and then run a statistical report on price, location and itype to discover and clean up errors.

Do a simple create list of your whole collection.


The screenshot shows a dialog box titled "EVLD MUG Slide" with a close button in the top right corner. The dialog contains the following elements:

- Store Record Type:** A dropdown menu set to "ITEM i".
- Start:** A text input field containing "i10000008".
- Stop:** A text input field containing "i9871305x".
- Range:** A dropdown menu on the left.
- Use scoped range:** An unchecked checkbox.
- Criteria Table:** A table with columns: Term, Operator, Type, Field, Condition, Value A, Value B. The first row contains: 1, (empty), ITEM, LOCATION, starts with, ev.
- Preview:** A text area displaying "ITEM LOCATION starts with 'ev'".
- OK:** A large orange button at the bottom center.

The dialog is overlaid on a background table with the following visible data:

Process	2452	20000	b	complete
Process	22	1000	i	complete

Go to statistics and do a “New Query.” Run the query (click okay at pop-up box).

Saved Query Name: 

Results File Name:

Review Review file:

Report On:

Query Type: Field Statistics Periodic Report Cross Tab

Limit the results by a time range Fastest accumulation

Base the orders report on Paid dates Invoice dates

Time Resolution: Yearly Quarterly Monthly Day Range

Date Range: Last Year vs. the Year Before Select One Year Select Two Years

Cross Tab Field Selection

Pick Two Fields

Vertical:

Horizontal:

Year: Use Fiscal Year Use Calendar Year

Save the Query

Save as

Schedule the Query

Run the Query!

Find and select your Results file and click View Report

FUNCTION | Statistics

Rename Copy Delete Export Print Close

Results Files

Report

[View Report](#) [View Query](#)

Results File Name	Status	Login	Date Run	ID
k mdl circ stats	complete	katz	2015-01-30 12:59:01.0	6147
cml circ greater than 20	complete	cmlchwh	2015-02-04 13:34:24.0	6156
EVLD Stats by Location	complete	evcirc	2015-02-07 13:44:14.0	6160
MCPLD Expirec Patrons \$	complete	sw	2015-02-10 07:45:45.0	6163
EVLD Inventory	complete	evdsl	2015-02-13 12:45:26.0	6183
BUD 2014 NF	complete	bwemvo	2015-02-16 14:06:46.0	6185
Vail patron stats 2014	complete	vicat	2015-02-18 15:26:08.0	6188
Bibliographic records field stats	complete	schlomit	2015-02-24 17:54:29.0	6208
Patrons field stats	complete	schlomit	2015-02-24 14:19:46.0	6209
Items field stats	complete	schlomit	2015-02-24 19:33:58.0	6210
Jane Austen	complete	schlomit	2015-02-26 12:42:12.0	6214
Jane Austen	complete	schlomit	2015-02-25 12:44:19.0	6215
EVLD Inventory	complete	evcirc	2015-02-27 14:57:07.0	6219
Salida patrons money owed	complete	katz	2015-03-10 16:04:02.0	6259
CML new pats	stopped	bvano	2015-03-11 10:54:18.0	6262
Sum all patrons	stopped	bvano	2015-03-13 08:50:01.0	6263
BV items - 3/13	complete	katz	2015-03-13 11:01:19.0	6266
PR Items by iType jmp 3/17	complete	pradmin	2015-03-17 16:22:30.0	6272
MCPLD patrons	complete	sw	2015-03-30 14:25:49.0	6300
CMG 2014 Stats	complete	cmgall	2015-03-31 09:15:37.0	6301
GCLD Inventory-nt 4/15	complete	gugcirc	2015-04-08 09:55:08.0	6315
asu itypes mw	complete	mawa	2015-04-09 01:38:45.0	6320
epl_nonfiction	complete	epjoso	2015-04-23 13:18:51.0	6359
epl_nonfiction	complete	epjoso	2015-04-23 12:44:58.0	6360
Vail patron stats - kw 5/13/15	complete	vicat	2015-05-13 10:43:10.0	6384
Vail patron stats - kw 5/13/15	complete	vicat	2015-05-13 12:27:42.0	6385
Vail patron stats - kw 5/13/15	complete	mpaumu	2015-05-20 15:25:23.0	6394
Vail patron stats - kw 5/13/15	complete	brandon	2015-06-12 13:10:14.0	6426
QGCLD Usage Statistics	complete	gracirc	2015-06-19 14:52:39.0	6434
k pcode3 stats - mk 7/15	complete	katz	2015-07-15 09:34:33.0	6456
Unnamed	complete	ncrick	2015-07-20 16:58:14.0	6466
PCL NEW PATRONS	complete	ncrick	2015-07-20 17:00:50.0	6467
k pcode3 = 0 stats - mk 7/24	complete	katz	2015-07-24 14:06:40.0	6472
PCL New Patrons	complete	ncrick	2015-08-03 10:24:31.0	6481
PR items by itype	complete	katz	2015-08-14 14:55:49.0	6492
mike made me do this	complete	katz	2015-08-19 11:50:13.0	6498
Unnamed	complete	mcm	2015-08-24 08:21:22.0	6501
all the items	complete	mcm	2015-08-24 20:32:10.0	6502
scat review book on cd	complete	mcm	2015-08-25 15:21:25.0	6506
BV circ stats - mk 8/28	complete	katz	2015-08-28 09:11:01.0	6507
GARCO 99s	complete	ads	2015-09-01 18:12:23.0	6516
EVLD MUG	complete	evcirc	2015-09-02 14:58:22.0	6519

Salida Regional Library

Amanda Nye Stevenson

Maintenance Reports

Claims

Find items and identify items that you may want to reorder

Missing

'Fun Project' for circ staff

Prospector

'Paged' weekly

In-Transit too-long

Create List

Agency=105

Status='t'

...
131	SRL c/o & billed LT	223	5000	i	complete	sramst	07-28-2015 / 09:50'28
26	SRL claims 9/3/15 LT	41	1000	i	complete	sramst	09-03-2015 / 07:55'16
322	SRL in-transit 9/1/15 LT	1316	3000	i	complete	sramst	09-01-2015 / 09:16'36
10	SRL items LT	85842	100000	i	complete	sramst	08-31-2015 / 10:55'48
143	SRL mags	9	5000	i	complete	sramst	08-31-2015 / 10:57'16
262	SRL missing	167	2000	i	complete	sramst	08-21-2015 / 11:35'54

Export!

..to your favorite spreadsheet..

SRL in-transit 9/1/15 LT

Export ITEM Information

Fields to be exported

Line	Type	Field
1	i	CALL #
2	BIBLIOGRAPHIC	TITLE
3	ITEM	BARCODE
4	ITEM	MESSAGE

Append

Insert

Delete

Field delimiter ,

Text qualifier "

Repeated field delimiter ;

Maximum field length (0-1000) <none>

File: /Users/ill/Desktop/in transit too long.xls Browse

OK Apply Saved Export Save This Export Close

Now the fun begins

Sort by Message

Delete extra Message field information such as Prospector & item notes, etc.

Sort again

Delete lines by date until you have a workable list

ie: 14 days+ in-transit & going back 3 months

Ahh, a workable list

CALL #(ITEM)	TITLE	BARCODE	MESSAGE(ITEM)
720.9 SEI(Staff Retrieval)	The grand tour : travelling the world with an architect's eye / by H	3482600125190	Tue Aug 04 2015 08:56AM: IN TRANSIT from suscirc to srnfa
891 DOS(Staff Retrieval)	Crime and punishment.	3482600192187	Fri May 01 2015 03:03PM: IN TRANSIT from ssms to srnfa
AUDIO CD Y FLA(Staff Retrieval)	The sorcerer of the north [sound recording] / John Flanagan.	3482600155059	Thu Jul 23 2015 11:08AM: IN TRANSIT from gcscir to sryca
AUDIO CD Y FLA(Staff Retrieval)	The battle for Skandia [sound recording] / John Flanagan.	3482600151215	Thu Jul 23 2015 11:21AM: IN TRANSIT from gcscir to sryca
BIO SMI	Jedediah Smith: No Ordinary Mountain Man	3482600172713	Tue Jun 16 2015 10:40AM: IN TRANSIT from bvcirc to srnf
CD BRO	Running on empty [sound recording] / Jackson Browne.	3482600121711	Mon Jul 13 2015 05:03PM: IN TRANSIT from srcirc to ssb
FIC BER	The Lincoln myth : a novel / Steve Berry.	3482600190339	Fri Aug 14 2015 02:34PM: IN TRANSIT from cmgcirc to srf
FIC HUN(Staff Retrieval)	Point of impact / Stephen Hunter.	3482600102433	Fri Jul 24 2015 10:17AM: IN TRANSIT from gcncir to srfa
J 580.92 RAY	The flower hunter : William Bartram, America's first naturalist / D	3482600126034	Fri Jul 24 2015 08:57AM: IN TRANSIT from gcncir to srjn
LARGE PRINT FIC ROB(Staff Retrieval)	Blue smoke [text (large print)] / Nora Roberts.	3482600135553	Tue Jan 06 2015 05:24PM: IN TRANSIT from mpmcirc to srlpa

Why?

32 on list

10 found on shelf

3 had pending holds

Report to CLiC or keep for reference

Trends...?

Keep the holds rollin'

Garfield County Libraries

Amy Shipley

Weeding Statistics

Run a statistical report on lists of items weeded to get a sense of the value of the items deleted by itype and by location.

Active Patrons

Create list of patrons with a circactive date ≥ 2 years ago and an expiration date ≥ 2 years ago.

Run statistics and export data by home library and by ptype.

Database Cleanup

Make a list of all items in your database

Run a statistical report on itype, location, and agency to find potential errors.

Compare branch collections

Run a create list of items at each branch separately

Run a statistical report on each create list

Compare

Questions?

Nathalie Crick - nathalie.crick@pitkincounty.com

Diane Levin - dlevin@evld.org

Amanda Nye Stevenson - ill@salidalibrary.org

Amy Shipley - ashipley@gcpld.org

Mary Katherine Katzer - mk@marmot.org