Catalog-Based Reports

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Topics

- Identifying Cataloging Errors
- Tracking Staff Activity
- Weeding
- Identifying Duplicates
- Determining the Age of the Collection
Identifying Cataloging Errors

- Use custom tab delimited reports to look for errors in sorting and data in the wrong columns
  - List Bibliography
  - List Item
  - List MARC holdings
  - List Titles Used/Unused
Sample Errors Found in Reports

- C66 is supposed to be part of call number; pipe symbol needs to be removed

<table>
<thead>
<tr>
<th>FLEXKEY</th>
<th>TAG022</th>
<th>LIBRARY</th>
<th>CALLNUMBER</th>
<th>TOTAL USAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Security</td>
<td>o03702427</td>
<td>MIDL-MAIN</td>
<td>QA76.9 .A25</td>
<td></td>
</tr>
<tr>
<td>o01564123</td>
<td>-</td>
<td>MIDL-MAIN</td>
<td>F281 .C71 V.1 1732/52</td>
<td>266</td>
</tr>
</tbody>
</table>

- MARC holdings records which still need call numbers added to 852 field

  o00824874 | bMIDL-MAIN | cSTACKS
  o00824892 | bMIDL-MAIN | cSTACKS
  o00824907 | bMIDL-MAIN | cSTACKS
  o00824948 | bMIDL-MAIN | cSTACKS
  o00825056 | bMIDL-MAIN | cSTACKS
Tracking Staff Activity

- Activity Report
- Bibliographic Reports
  - Item Statistics
  - List Bibliography
  - List Items
- Transaction Statistics
- MARC tagging
Activity Report

- An administrative report
- Transaction selection
- Outputs every command and number of transactions
Activity Report (2)

Sample output:

<table>
<thead>
<tr>
<th>COMMAND</th>
<th>WORKSTATION</th>
<th>ALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit Order Part B (IR)</td>
<td>35</td>
<td>2%</td>
</tr>
<tr>
<td>Edit Fund Part B (IS)</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Edit Vendor Part B (IT)</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Edit Mail (IU)</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Edit Item Part B (IV)</td>
<td>429</td>
<td>23%</td>
</tr>
</tbody>
</table>
Bibliographic Reports

Use to list:

- Titles created or modified by user access
- Titles created, cataloged or modified by date
- Copies created by date
Transaction Statistics Report

- An administrative report
- Transaction statistics selection
- Transaction selection
- Output is in tabular format
- Sample output for Edit Item Part B:

<table>
<thead>
<tr>
<th>Item cat1</th>
<th>BOOK</th>
<th>E-THESIS</th>
<th>JOURNAL-U</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td>104</td>
<td>235</td>
<td>1</td>
<td>340</td>
</tr>
</tbody>
</table>
MARC Tagging

- Create a 9XX tag for statistics
- Decide what to input in the subfields
- Index the 9XX tag in the general keyword index

For example, 953 ac|b20040901|cnmp indicates that I added a copy on 9/1/2004

Use Item Search & Display or any report with search criteria to get statistics based on the data in the 9XX tag

For example: ac 200409$ nmp {953} will find every copy that I added in 9/2004
Weeding

- List Titles Used/Unused report
  - Identify unused items within a specific time period
- My Copies reports
  - Identify items which may need weeding
  - Reports are sorted by call number and brief title and copy information is printed for each item
    - Weed by Item Cat1
    - Weed by Item Type
    - Weed by Last Date Checked Out
    - Weed by Publication Year
    - Weed by Total Checkouts
List Titles Used/Unused Report

- An administrative report
- Selection criteria:
  - Compare database
  - Title selection
  - Call number selection
  - Copy selection
  - Transaction selection
- Sorting criteria:
  - Ascending usage
  - Descending usage
  - Title/author
List Titles Used/Unused Report (2)

- Sample output for unused titles in LC’s BF classification

The facts of psychic science and philosophy; collated and discus  TOTAL: 0
   MIDL-MAIN: 0
The facts of death : a complete guide for being prepared / Micha  TOTAL: 0
   MIDL-MAIN: 0
Facts and theories of psychoanalysis  TOTAL: 0
   MIDL-MAIN: 0
Facts and theories of psychoanalysis, by Ives Hendrick, M.D  TOTAL: 0
   MIDL-MAIN: 0
Facts and fancies : don't be fooled by your imagination / by W.L  TOTAL: 0
   MIDL-MAIN: 0
Weed By Last Date Checked Out

Sample output for QA76.76 items last checked out before 1/1/2002

1997

Title: Windows NT security handbook / Tom Sheldon.
Personal Author: Sheldon, Thomas.
Subject term: Operating systems (Computers)
Subject term: Computer security.

QA76.76.O63 S5549 1997

<table>
<thead>
<tr>
<th>CPY</th>
<th>ITEM ID</th>
<th>ITEM TYPE</th>
<th>LOCATION</th>
<th>PRICE</th>
<th>CREATED</th>
<th>#CIRCS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>31518087116400</td>
<td>BOOK</td>
<td>STACKS</td>
<td>$.00</td>
<td>11/27/2001</td>
<td>14</td>
</tr>
</tbody>
</table>

1996

Title: Network programming in Windows NT / Alok K. Sinha.
Personal Author: Sinha, Alok K.
Subject term: Computer networks.

QA76.76.O63 S567 1996

<table>
<thead>
<tr>
<th>CPY</th>
<th>ITEM ID</th>
<th>ITEM TYPE</th>
<th>LOCATION</th>
<th>PRICE</th>
<th>CREATED</th>
<th>#CIRCS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>31518088815935</td>
<td>BOOK</td>
<td>STACKS</td>
<td>$.00</td>
<td>11/27/2001</td>
<td>8</td>
</tr>
</tbody>
</table>
Identifying Duplicates

- **Duplicate Flexkeys with Titles report**
  - A bibliographic report
  - Title selection
  - Identify duplicate flexkeys
  - Outputs flexkey, pub year, title

- **Duplicate Titles with Flexkeys report**
  - A bibliographic report
  - Title selection
  - Identify duplicate titles
  - Outputs flexkey, pub year, title
  - Can identify titles which are not true duplicates
Duplicate Flexkeys with Titles

Sample output:

i155597127X    | 1990 | Sky Water / Melinda Worth Popham
i155597127X    | 1990 | Sky Water / Melinda Worth Popham
i155597127X    | 1990 | Sky Water / Melinda Worth Popham
Duplicate Titles with Flexkeys

Sample output:

O02922030 |1923|EARLY ITALIAN SONGS AND AIRS; EDITED BY PIETRO FLORIDIA
O05096292 |1923|EARLY ITALIAN SONGS AND AIRS; EDITED BY PIETRO FLORIDIA
O10176932 |1981|ENGLISH AYRES AND DUETS SUNG IN AUTHENTIC ELIZABETHAN PRONUNCIATION
O07471365 |1981|ENGLISH AYRES AND DUETS SUNG IN AUTHENTIC ELIZABETHAN PRONUNCIATION
AFV3037    |1990|FACULTY RECITAL [SOUND RECORDING] / JONATHAN BASS, PIANO
AFT4814    |1990|FACULTY RECITAL [SOUND RECORDING] / JONATHAN BASS, PIANO

None of the above are true duplicates
Age of the Collection

- Average Date of Publication report
- My Titles reports
- My Copies reports
Average Date of Publication Report

- A bibliographic report
- Selection criteria:
  - Title
  - Call Number
  - Copy
- Sample output:

  Number of titles read 250

  Publication dates greater than 0 selected  250

  Average publication date is 1984

  Most recent publication date is 1998

  Oldest publication date is 1929
My Titles Reports

- Identify average pub year, most recent pub year, and oldest pub year
  - Average Pub Year by Call Number
    - Select call number library and call number range
  - Average Pub Year by Home Location
    - Select call number library and home location
  - Average Pub Year by Item Cat1
    - Select call number library and item category 1
  - Average Pub Year by Item Type
    - Select call number library and item type
Sample output:

<table>
<thead>
<tr>
<th>Non-Zero Pub Years Selected</th>
<th>Average Pub Year</th>
<th>Most Recent</th>
<th>Oldest</th>
</tr>
</thead>
<tbody>
<tr>
<td>12479</td>
<td>1973</td>
<td>2004</td>
<td>19</td>
</tr>
</tbody>
</table>
My Copies Reports

- **Count Copies by Pub Year**
  - Inventory count by pub year within given call number range
  - Select call number library and pub year
  - Select call number ranges with transtat gadget

- **Collection Dev Pub Year Table**
  - Count of items by pub year with totals by decade
  - Select call number library, call number range, and item type
Count Copies by Pub Year

Sample output for copies with pub year of 1995 in the NA and NK classifications

<table>
<thead>
<tr>
<th>Call number</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA 000001</td>
<td>61</td>
</tr>
<tr>
<td>-NA 009999.999</td>
<td></td>
</tr>
<tr>
<td>NK 000001</td>
<td>9</td>
</tr>
<tr>
<td>-NK 009999.999</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>70</td>
</tr>
</tbody>
</table>
## Collection Dev Pub Year Table

### Sample output

<table>
<thead>
<tr>
<th>Year</th>
<th>2000</th>
<th>2001</th>
<th>2002</th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2000's TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>78</td>
<td>102</td>
<td>221</td>
<td>42</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>449</td>
</tr>
</tbody>
</table>

15 items in the following 2 incomplete pub year(s):

<table>
<thead>
<tr>
<th>Year</th>
<th>0</th>
<th>19</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>14</td>
<td>1</td>
<td>15</td>
</tr>
</tbody>
</table>

Lowest Pub Year | 1900  | Highest Pub Year | 2004  | Average Pub Year | 1977.1 | TOTAL ITEMS | 14670