

What is the Collection Hiding From You?

Collection Management with Evergreen

Ellen Reynolds

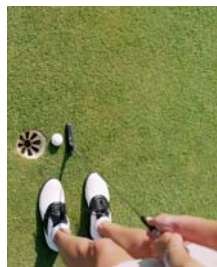
2/21/2012

Why Does the Collection Need Analysis?



Discover Holes

- Missing topics
- Sections that are dated
- Over-used sections – items are always in circulation



Determine Physical Condition



Find what is
Missing:
In catalog but AWOL
Mis-shelved
Lost



Missing:

Deficiency
Lack
Shortage
Insufficiency
Dearth
Deficit



Justify your
materials budget

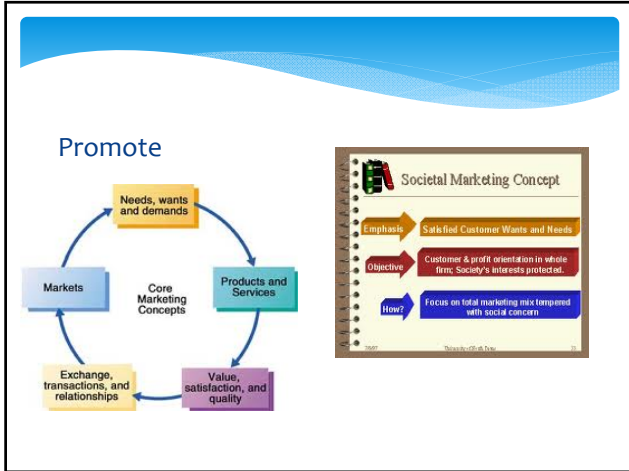
PLAN



Get Grants

Libre Foundation
Ezra Jack Keats Foundation
Target
Dollar General
WalMart
Local Service Clubs
Local Banks
Salem Press Library Grant Center
<http://salempress.com/store/grants/grants.htm>
Library Grant Blog
<http://librarygrants.blogspot.com/>





Collection Management is not this, but



policies & procedures

To view our 2011-2012 Policies & Procedures please click [here](#).

That Evolve



into Collections



That we
Organize



(Expertly and
with cutting
edge
technology)



From
resources



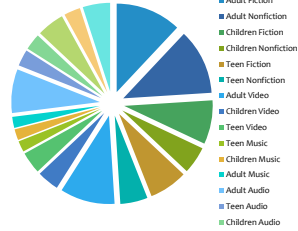
For Access
by Users



Good management starts



Materials Budget = \$50,000



And a plan, and uses

CREW

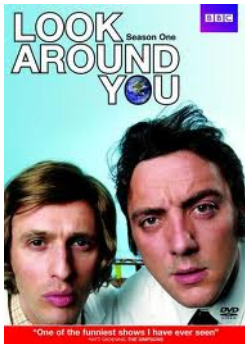


Not that Crew, This C.R.E.W.
<https://www.tsl.state.tx.us/ld/pubs/crew/index.html>

Continuous



Review



Evaluation

Weeding



With
MUSTIE



M is for **Misleading**



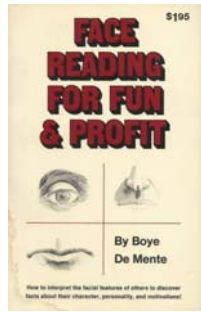
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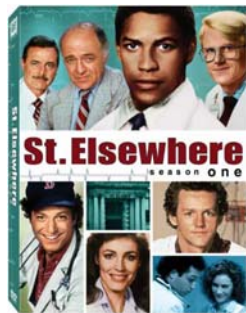
I



Anything that is unrelated to elephants is irrelephant.



E




WORST

- Worn
- Out of date
- Rarely used
- Supplied elsewhere
- Trivial or faddish



MUSTIE and
X / X




Number of years from
copyright

Number of years from
last circulation




Collections are
Accessible



Available

Appealing to many interests and ages





northern hemisphere: Mittin suits alaska

Provide Accommodation

How can Evergreen tools help? (not just weeding)



OWWL /Evergreen Tools

Circulation and Patrons	Item Search and Holdings	Administration
<ul style="list-style-type: none">Retrieve Patron By Barcode (Check for items, Place holds, etc.)Check in ItemsRegister PatronsSearch For Patron By NamePull List for Hold Requests	<p>Advanced Search</p> <p>Item Status / Display</p> <p>Copy Buckets</p> <p>Wireless Guest Account Username: WPGUEST Password: 216132</p>	<ul style="list-style-type: none">Report a ProblemCash ReportsOverdue NoticesBrowse ReportsEdit Receipt TemplatesTransit ListQuick Guides


Evergreen Reports

- Browse Scheduled Report Output
- Run Ad Hoc Reports
- Wireless Reports

? [How do I use the Report Browser?](#)

Custom PLS Reports

- Circ by Shelving Location
 - Tab “Others’ Items at My Library
 - Tab “My Items at My Library
- High Demand
 - Local Demand
 - System Demand
- List Items by Copy Status
 - Replacement?



Evergreen Reports

[Browse Scheduled Report Output](#)

Run Ad Hoc Reports

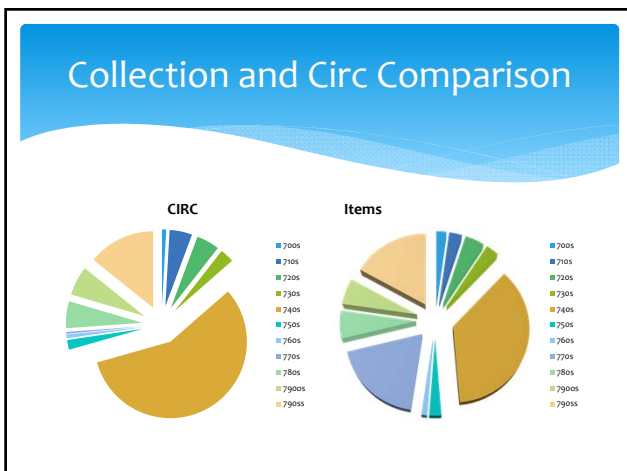
Wireless Reports

[? How do I use the Report Browser?](#)

Ellen’s Reports !

With technical expertise from Aaron and Bob !

- Call Number
- Shelf Location
- Title
- Author
- Date Copy Added
- Pub Date
- Sirsi Circs
- EG Circs
- Total Circs
- Time in OWWL
- Age
- Turnover Rate



Turnover Rate

- * Is the number of times an item has circulated per year for the number of years it has been in OWWL.
- * Gages amount of use
- * Different for different parts of collection
- * Changes over time
- * Greatest when it is new
- * Compare to other like items in the same collection area
- * This is an indicator of importance.

Average & Median TOR

Average TOR

- * Total divided by number of items.
- * High TOR items balance out the very low TOR items

Median TOR

- * Half the items circulated more than this number of times per year
- * Half the items circulated less than this number of times per year.
- * Tends to be more reliable indicator

No Circ Items

Why haven't they circulated?

- * Access
- * Availability
- * Appeal
- * MUSTIE
- * ??
- * ??

Does this mean they should be weeded?

Why do you want to know all of these things ?



Planning is better
Use \$ wisely



And don't let it go
down the drain



And our final goals are

- Funds that are wisely spent
- Collections that work
- Reliable information
- Desirable reading
- Relevant media
- Attractive, well organized libraries
- Happy People

On to Best Practices and
Worst Problems & Solutions

