

Using data* for strong collections

* OTHER THAN CIRC COUNTS

Topics

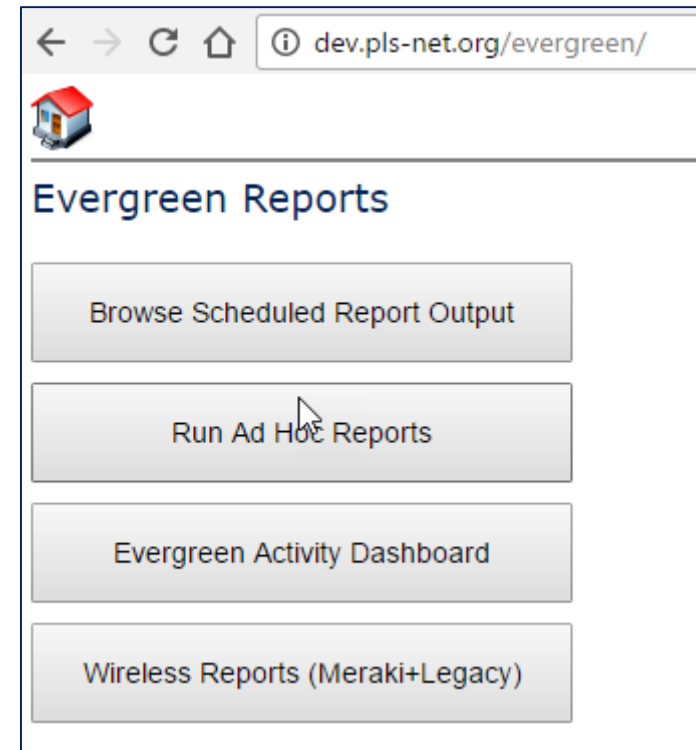
- Existing PLS/Evergreen reports
- Excel, Excel, Excel
- Some effort
- Dewey Classifications
- Community demographics
- More effort
- Director's panel discussion

Existing Reports

Shelf List by Call Number Range

Shelf List by Shelving Location

High demand



Report Browser

Prepare your data before sending it to Excel

Copy & paste into Excel

Show All records

Sort columns

Filter by characters

Ad Hoc Reports > Bloomfield Public Library : Shelf List by Call Num Range

Copy CSV Excel Print Show 20 entries Search:

Call Number	Barcode	Shelf Location	TCN	ISBN
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Critical Excel Skills

Delete columns / rows

Change cell format

Expand column width

Sort and Filter

	A	B	C	E	F	G	H	I	K	L	M	N	O	Q	R	S	U
1																	
2	Call Num	Barcode	Shelf Loca	Title	Author	ISBN	Copy Add	Published	Sirsi Cir	EG Cir	Total Cir	Copy Stat	Last Check	Physical F	Collection	Age Level	Copy Note
3	001.94 My	5.21E+13	Adult Non	mysterious places		{07377164	#####	2004	8	0	8	Available		Not Appli	Book	Adult	able
4	002.07 TEL	5.21E+13	Adult Non	the officia	tedford, n	{03757229	#####	2008	4	4	8	Available	#####	Not Appli	Book	Adult	i Migrated S
5	002.075 RL	5.21E+13	Adult Non	antique tr	russell, ric	{08968929	#####	2006	6	3	9	Available	#####	Not Appli	Book	Adult	able
6	004.Zucke	5.21E+13	Adult Non	dot compl	zuckerber	{00622851	#####	2013	0	1	1	Available	#####	Not Appli	Book	Adult	able
7	004.03 PF	5.21E+13	Adult Non	websters	pfaffenbe	{07645247	#####	2003	1	0	1	Available		Not Appli	Book	Adult	i Migrated S
8	004.16 Mu	5.21E+13	Adult Non	upgrading	mueller, s	{07897500	#####	2013	0	18	18	Available	3/3/2016	Not Appli	Book	Adult	: Annual Fu
9	004.16 Stu	5.21E+13	Adult Nev	tips and tricks for the		{90590539	#####	2014	0	5	5	Lost	#####	Not Appli	Book	Adult	able
10	004.165 M	5.21E+13	Adult Non	the health	morris, he	{00717983	#####	2013	0	5	5	Available	#####	Not Appli	Book	Adult	: Annual Fu
11	004.67 Sal	5.21E+13	Adult Nev	american	sales, nan	{03853539	#####	2016	0	1	1	Checked c	#####	Not Appli	Book	Adult	able
12	004.678 LE	5.21E+13	Adult Non	the intern	levine, joi	{04705609	#####	2010	5	8	13	Available	#####	Not Appli	Book	Adult	i Migrated S
13	004.69 AV	5.21E+13	Adult Non	facebook	awl, dave	{03215919	#####	2009	8	7	15	Available	2/6/2015	Not Appli	Book	Adult	able
14	005.369 JC	5.21E+13	Adult Non	show me	johnson, s	{07897300	#####	2003	14	5	19	Available	#####	Not Appli	Book	Adult	i Migrated S
15	005.4 HAR	5.21E+13	Adult Non	windows	harvey, gr	{04704896	#####	2009	6	21	27	Available	2/4/2015	Not Appli	Book	Adult	i Migrated S
16	005.446 R	344430005	Adult Non	windows	rathbone,	{07645089	#####	2001	25	7	32	Available	#####	Not Appli	Book	Adult	i Migrated S
17	005.446 R	5.21E+13	Adult Non	windows	rathbone,	{04704974	#####	2009	6	13	19	Available	2/5/2015	Not Appli	Book	Adult	i Migrated S
18	005.446 R	5.21E+13	Adult Non	windows	rathbone,	{11181346	#####	2012	0	13	13	Available	3/4/2015	Not Appli	Book	Adult	: Annual Fu
19	005.5 MAT	5.21E+13	Adult Non	microsoft	matthews	{00715998	#####	2009	8	4	12	Available	#####	Not Appli	Book	Adult	i Migrated S
20	005.5 WAI	5.21E+13	Adult Non	office 200	wang, wal	{04700092	#####	2007	13	14	27	Available	#####	Not Appli	Book	Adult	i Migrated S
21	005.5 Wev	5.21E+13	Adult Non	office 201	weverka,	{04704974	#####	2010	0	32	32	Available	#####	Not Appli	Book	Adult	able
22	005.5 Wev	5.21E+13	Library Of	office 201	weverka,	{04704974	#####	2010	0	0	0	Available		Not Appli	Book	Adult	able
23	005.542 BL	5.21E+13	Adult Non	excel forn	aitken, pe	{07645755	#####	2004	23	14	37	Available	#####	Not Appli	Book	Adult	able
24	005.75 MA	3.44E+13	Adult Non	microsoft	maran, ru	{07645605	#####	1999	8	1	9	Available	#####	Not Appli	Book	Adult	i Migrated S
25	005.8 Schr	5.21E+13	Adult Non	data and	gschneier,	{03932448	#####	2015	0	0	0	Available		Not Appli	Book	Adult	able
26	006.5 LEVY	5.21E+13	Adult Non	the perfec	levy, stev	{07432852	#####	2006	4	0	4	Available		Not Appli	Book	Adult	i Migrated S
27	006.686 W	5.21E+13	Adult Non	teach you	wooldridg	{04705669	#####	2010	0	13	13	Available	#####	Not Appli	Book	Adult	able
28	006.7 CAS	5.21E+13	Adult Non	publishing	castro, eli	{03216375	#####	2009	7	11	18	Available	#####	Not Appli	Book	Adult	able
29	006.7 COC	5.21E+13	Adult Non	library blc	coombs, k	{15868333	#####	2008	2	2	4	Available	#####	Not Appli	Book	Adult	i Migrated S
30	006.7 GUN	5.21E+13	Adult Non	google blc	gunelius,	{04704074	#####	2009	5	6	11	Available	#####	Not Appli	Book	Adult	able
31	006.7 HOC	5.21E+13	Adult Non	the really,	hoole, gav	{18477307	#####	2008	2	10	12	Available	9/4/2013	Not Appli	Book	Adult	i Migrated S
32	006.7 MEZ	5.21E+13	Adult Non	the accide	mezrich, t	{03855293	#####	2009	5	1	6	Available	#####	Not Appli	Book	Adult	able
33	006.7 SMI	5.21E+13	Adult Non	creating w	smith, buc	{04703853	#####	2009	7	5	12	Available	#####	Not Appli	Book	Adult	i Migrated S
34	011.62 MA	3.44E+13	Adult Non	masterplots ii	juveni	{08935657	#####	1991	0	0	0	Available		Not Appli	Book	Adult	able
35	011.62 SAI	3.21E+13	Adult Non	collecting	santi, stev	{08734187	#####	2000	5	1	6	Available	#####	Not Appli	Book	Adult	able
36	011.62 SIL	3.21E+13	Adult Non	100 best b	silvey, ani	{06182788	#####	2004	4	1	5	Available	#####	Not Appli	Book	Adult	able
37	016.371 NI	5.21E+13	Adult Non	helping ki	nekola, ju	{09706791	#####	2001	3	6	9	Available	#####	Not Appli	Book	Adult	able
38	020 JOHN	5.21E+13	Adult Non	this book	johnson, r	{00614316	#####	2010	10	1	11	Available	#####	Not Appli	Book	Adult	i Migrated S
39	025.431 D	5.21E+13	Library Of	abridged	dewey. m	{09106087	#####	2004	0	0	0	Available		Not Appli	Book	Adult	able

Advanced Excel Skills

Subtotals

Functions

Text to Column

1	2	3	A	B	C	D	E	F	G	H	I
			Call Num		Barcode	Title	Author	Published	Sirsi Circs	EG Circs	Total Circs
	+	11	500 Count		9						
	+	13	503 Count		1						
	+	25	508 Count		11						
		26	509		34443000500977	the cambridge dictio	millar, david	1996	0	0	0
		27	509		34443000703332	milestones of scienc	suplee, curt	2000	6	0	6
		28	509		32133100003350	popular science		2001	6	0	6
		29	509		52133100072103	newton at the cente	hakim, joy	2005	10	10	20
		30	509		52133100086202	science, technology	cullen, katherine e	2006	3	3	6
		31	509		52133100135975	the story of science	hakim, joy	2007	10	2	12
		32	509		52133100146063	the man who loved	winchester, simon	2008	8	0	8
		33	509		52133300040959	timelines of science		2013	0	1	1
	-	34	509 Count		8						
		35	510		52133300064181	men of mathematic	bell, e t eric temple	1986	5	1	6
		36	510		52133300064173	the silver burdett m	abdelnoor, r e jason	1987	5	3	8
		37	510		34443001007915	the facts on file dictio	nary of mathematics	1999	1	1	2
		38	510		3444300050752	bertrand russell	monk, ray	1999	0	1	1
		39	510		52133100060637	coincidences, chaos	burger, edward b	2005	11	2	13
		40	510		52133100130398	mathematics	henderson, harry	2007	14	16	30
		41	510		52133300065600	the handy math ans	barnes svarney, patric	2012	0	2	2
	-	42	510 Count		7						
		43	511		34443001022260	six degrees	watts, duncan j	2003	1	4	5
	-	44	511 Count		1						
		45	516		52133100201272	trigonometry the ea	downing, douglas	1990	3	9	12
	-	46	516 Count		1						
		47	519		52133100080494	struck by lightning	rosenthal, jeffrey setl	2006	12	6	18
	-	48	519 Count		1						
		49	520		34443001002213	1001 things everyon	gutsch, william a	1997	10	2	12
		50	520		34443000606444	dk space encyclope	couper, heather	1999	16	7	23
		51	520		52133100110663	smithsonian intimat	berry, dana	2004	5	2	7
		52	520		52133100227046	astronomy	garlick, mark a	2004	1	8	9
		53	520		52133100103023	the way the univers	kerrod, robin	2006	22	8	30
		54	520		52133100103031	astronomy for the u	jones, terry jay	2007	2	4	6
	-	55	520 Count		6						

Age

COPY AGE, SECTION AVERAGE AGE

1. Calculate Age: add a column, enter formula
=(2016-[Published])
2. SUM Age column
3. Calculate average age: ([Age sum] / [total copies])

SECTION OVERVIEW

1. Insert COUNT of publication years
2. Hide detail to view counts
3. Further math to determine:
 1. Median pub year (2004 – half the collection is older, half is newer)
 2. Most represented pub year (1999)

EXAMPLE: Nonfiction section 000 – 199 – Generalities,
Philosophy and Psychology, total items = 237

Age analysis

CREW RECOMMENDATIONS FOR WEEDING

- Years since Publication date (age)
- Years since last Checkout
- Overall condition

GENERAL ANALYSIS

- What topics need to be updated?
- What topics need to be weeded?
- Are older titles still accurate?
- Are older copies still appealing?

“Subject”

REPRESENTATION BY DDC RANGE

1. Sort list by Call Number and Published
2. Isolate the main Dewey number
 1. Data > Text to Column
3. Insert COUNT of Dewey Number

ANALYSIS

- What is the overall representation of topics?
- What topics are under represented?
- What topics are over represented?
- What topics circulate?
- What topics are relevant to your community?
- do you have any/enough/newer titles?

Community demographics & your collection

What are your community's...

- Age ranges
- Education attainment
- Types of employment
- Poverty levels
- Etc...

Are these demographics reflected in your collections?

How could you use community demographics to inform your collections?

Census Fact Finder

<http://factfinder.census.gov/>

> Community Facts

United States
Bureau

AMERICAN
FactFinder

MAIN COMMUNITY FACTS GUIDED SEARCH ADVANCED SEARCH DOWNLOAD CENTER

Community Facts - Find popular facts (population, income, etc.) and frequently requested data about your community.

Enter a state, county, city, town, or zip code: GO

Population

Age

Business and Industry

Education

Governments

Housing

Income

Origins and Language

Poverty

Race and Hispanic Origin

Veterans

Show All

United States

Population

Census 2010 Total Population

308,745,538 Source: 2010 Demographic Profile

Bookmark/Save Print

Popular tables for this geography:

2010 Census

- General Population and Housing Characteristics (Population, Age, Sex, Race, Households and Housing, ...)
- Race and Hispanic or Latino Origin
- Hispanic or Latino by Type (Mexican, Puerto Rican, ...)
- Households and Families (Relationships, Children, Household Size, ...)
- Compare States for Population, Housing, Area, and Density
- Compare Cities and Towns for Population, Housing, Area, and Density

2014 American Community Survey

- Demographic and Housing Estimates (Age, Sex, Race, Households and Housing, ...)

2015 Population Estimates Program

- Annual Population Estimates

Census 2000

- General Demographic Characteristics (Population, Age, Sex, Race, Households and Housing, ...)
- Compare States for Population, Housing, Area, and Density
- Compare Large Cities and Towns for Population, Housing, Area, and Density

Want more? Need help? Use Guided Search or visit Census.gov's Quick Facts.

Audience Age

WAYS AGE IS REPRESENTED

- Shelving Location
- Statistical Category “Age Level”
- (MARC)

GENERATING A SHELF LIST

- Use wildcards in the shelving location
 - %children% - returns all children’s locations
 - %audio% - returns all audio locations
 - % [just the wildcard] returns all copies
- Sort any combined list by Age Level column
- Ask Lindsay for a custom report

Age level of materials compared to age of population

Copy Age Level & Count		
Adult	14301	66%
Children	6344	29%
Teen	1104	5%
Total Copies	21749	

Population Age & Count		
20+	4714	76%
0 - 14	1046	17%
14-19	460	7%
Total pop	6220	

Items per capita	
Adult	3
Children	6
Teen	2

Representations of types of materials by audience age

Audiobooks

Adult Count	2374
Children Count	246
Teen Count	202
Grand Count	2822

All Children's locations

Shelf Location	Copies
Children's Board Books Count	101
Children's Book Sets Count	47
Children's Easy Readers Count	465
Children's Fiction Count	1440
Children's Holiday Books Count	321
Children's Music Count	13
Children's Nonfiction Count	1349
Children's Picture Books Count	2192
Children's Series Count	1
Children's Toy Collection Count	4
Grand Count	5933

OK, just a little circ based data...

TYPES OF QUESTIONS ASKED

- Turnover
 - Turnover over time
- What materials go out
- What materials come in

DATA SOURCES

- Experimental custom reports
 - Ask Lindsay
- Standard reports
 - Shelf List by...
 - Circ by Shelving Location

Link to other data analyses to track changes in circ performance,
create a bigger picture view of the collection

Learn More Excel

[Lynda.com](#) – Subscription online learning site, access available – FREE! – through RRLC

[Microsoft](#) – Tutorials created by Microsoft, typically cover the most recent release

Or search the web for “excel tutorial [your version date]”

Or sign up for a PLS class like “[Excel Skills for Reports](#)”
(January 11, 2017, 10:00-12:00 at PLSHQ!)

Let's talk!

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Theresa Streb (Lyons)