

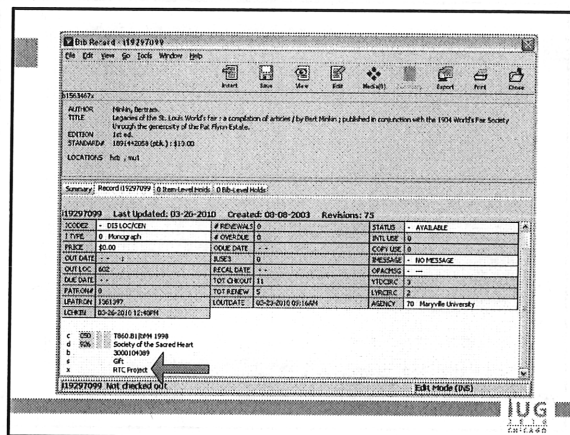
## Code It! Count It!

- ♦ Purpose of presentation is to give ideas about what can be done
- ♦ What each library will want to/need to do is based on the variables of its own policies, procedures, and priorities, and, for some libraries, those of the larger institution of which it may be a part



## Item Records: Special Projects

- ♦ **RTC Project:** Ref to Circ Project (2005) – moved 2,831 volumes from Reference to Circulating Collection
- ♦ **GTC Project:** Gov Docs to Circ Project (2007) moved 1,165 items into Circulating Collection
- ♦ **GTR Project:** Gov Docs to Ref Project (2007) moved 288 items into Circulating Collection



## Coding It -- Counting It Through Create Lists

- ♦ Able to use Create Lists to pull files of items coded for each project  
*Item Internal Note has RTC*
- ♦ Able to easily report # moved for each project



## Create Lists & Export to Excel

- ♦ Able to track "success" of projects
- ♦ Export to Excel
  - Item Total Circs to see how many titles have circulated & how often
  - Item call # to see what ranges have most circs
    - Hint for sanity: sort by call # in Millennium, not Excel



### Item Records: MARC Tags

- ◆ Field Group d in Insert Dropdown Box
- ◆ Define your own meanings for tags, subfield codes, and indicators
- ◆ A specific tag is easier to retrieve and work with than a multi-use Internal note field.

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### Maryville's Item MARC Tags

- ◆ 926 = Donor (Last Name, First Name, no titles)
- ◆ 927 = Added volume
- ◆ 928 = Retrorecord – title not new to collection, but not in catalog for some reason
- ◆ 929 = Requestor (Last Name, First Name, no titles)

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### Item Records: MARC Tags

- ◆ Use 927 Added Volume tag in annual statistics gathering to distinguish when a new item does not mean a new title
- ◆ Use 928 Retrorecord tag in annual statistics gathering to eliminate records from counting as neither new items nor new titles

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### Item Records: MARC Tags

- ♦ Example of logic with annual statistics:
  - Create an initial review file of all items with a record created date within the reporting period
  - Use this review file as the source for other review files, such as excluding all records with an item tag 928 (Marc tag 928 does not equal empty)



### Order Records: Codes 1 & 2 Subareas Within A Budget

- ♦ Fund structure is set by Univ Business Office
- ♦ Each academic unit within the University has a Book, a Serial, and an AV fund in the Library budget (e.g. *School of Educ Book, Serial, AV budgets*)
- ♦ Code 1 & 2 codes are used to track expenditures for subareas that the various academic units want to monitor



### Example: School of Education Subareas

- ♦ 0 = Juvenile
- ♦ 1 = Leadership
- ♦ 2 = Art Ed
- ♦ 3 = Award Books
- ♦ 4 = Early Childhood
- ♦ A = Foundations/Gen
- ♦ B = Educ Technology
- ♦ C = Language Arts
- ♦ D = Math Ed
- ♦ E = Middle Schools
- ♦ F = Social Studies
- ♦ G = Tests
- ♦ H = Gifted
- ♦ I = Science Ed
- ♦ J = Reading Ed



Summary: Record 01259574 | Receive 01259574 | Selection List 01259574 | Payments 01259574 | 9 BD-List holds

01259574 Late Updated: 03-30-2010 Created: 03-09-2010 Revisions: 4

ACQ TYPE	d PREPAB	EPHCE	\$26.72	RLDC	m MARVILLE ACQU
LOCATION	marb	FORM	b BOOK	BLDC	m MARVILLE
DATE	03-15-2010	FUND	Scholarship	STATUS	d FULLYPAB
CLAIM	---	DATE	03-08-2010	TLOC	---
COPIES	1	ORD NOTE	---	VENDOR	comms2 Commerce Bank - library credit card
COPIES	1	ORD TYPE	F 1894 ORDER	LANG	---
CODE1	---	FACIION	---	CURRENCY	---
CODE3	---	RELATE	03-15-2010	VOLUMES	1
CODE4	2 NO CENLIS LOC				

MSC BANC 999 Amazon - credit card  
PROQUESTOR Hanfater, Sam

01259574 Edit Menu (Print)



### Code 3: Multicultural Purchases

- ♦ Used to track Library's expenditures in support of University goal
- ♦ Code 3
  - 1 = Non Anglo author
  - 2 = Title by Anglo author about a non-Western culture or African, Indian, Hispanic American culture
  - 3 = Title about multiculturalism



### Order Record Codes 1-3

- ♦ Able to gather statistics across funds
  - Example: All purchases for the School of Education in support of the Leadership program regardless of whether book, serial, or av
- ♦ Can use MilStat to get dollar totals
- ♦ Can use Create Lists to generate lists of titles



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## Contact Info

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