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Making Statistics Work for You

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Making Statistics Work for You

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2015
Eastern Great Lakes IUG


Objectives

- Learn about the types of statistics and reporting tools available in Sierra/Millennium
- Discuss reporting for specific projects and initiatives
- Advice on avoiding disaster
- How to find additional help

Reporting and Statistics Options



Reporting and Statistics Options



The screenshot displays a web interface for generating reports. The main heading is "Reports" in a blue box. Below it are two icons: a grid labeled "Table" and a question mark labeled "Help". The interface is divided into several sections, each with a category title and a list of report options, each preceded by an unchecked checkbox:

- USER ACCESS**
 - Patron Searches
 - User Functions
- CIRCULATION**
 - Circ Activity
 - Cross-Tab
- COLLECTION**
 - Age of Coll
 - Coll Dev
- ACQUISITIONS**
 - Fund Reports
 - Vendor Info
- INN-Reach**
 - Site Activity

The right side of the interface features a large graphic with a blue and purple abstract pattern of concentric circles. At the bottom of this graphic, the text "MILLENNIUM" is written in a large, white, serif font, with "WEB MANAGEMENT REPORTS" in a smaller, white, sans-serif font below it.

Reporting and Statistics Options

Circulation
Statistics

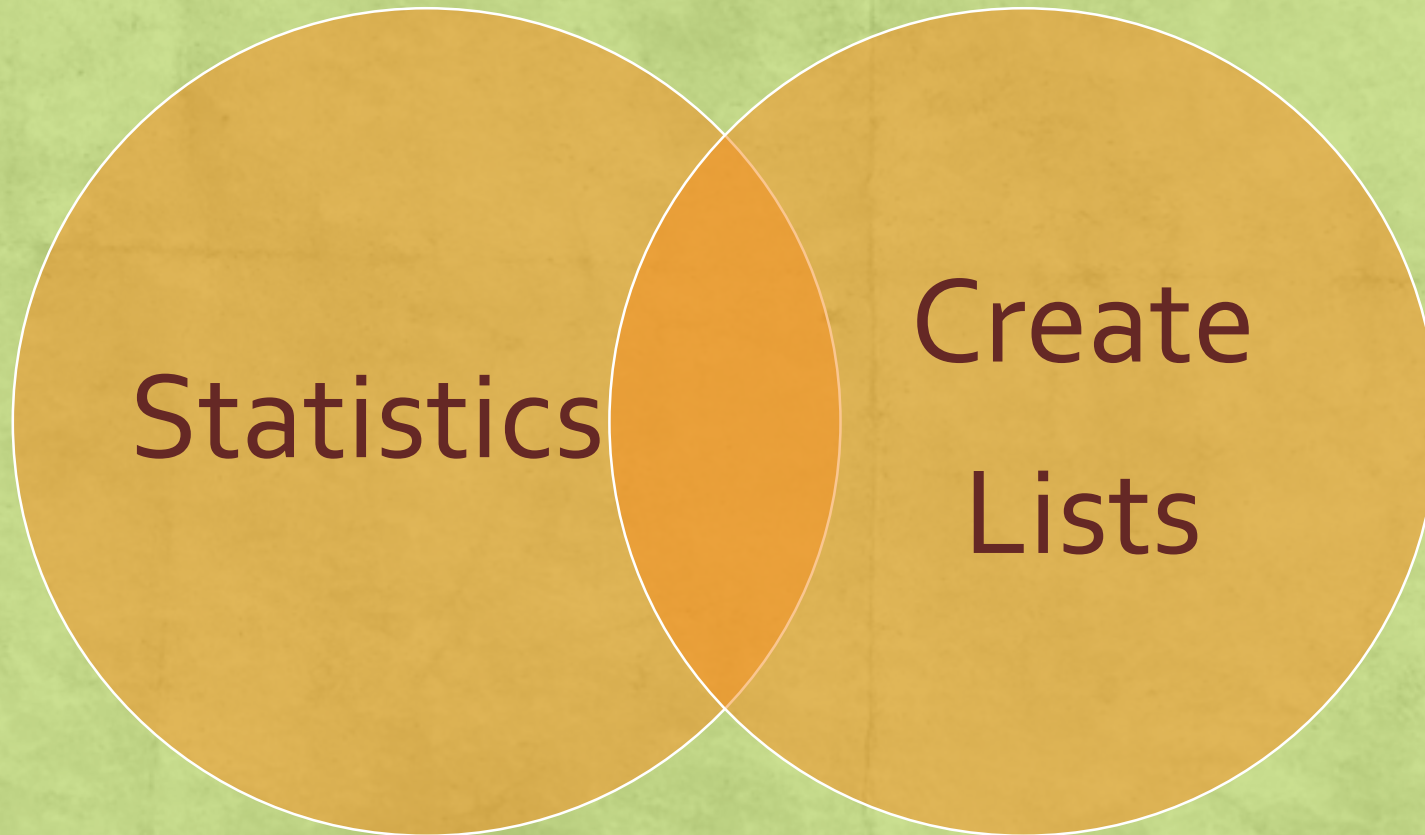
Browser

Spreadsheet

Reporting and Statistics Options

The screenshot displays the 'web management reports' interface. At the top, there is a dark blue header with the logo 'web management reports' on the left and two buttons, 'REVIEW' and 'CREATE', on the right. Below the header, the main content area is titled 'Circulation Activity Reports'. This area contains four report cards: 'All Circulation Activity' (line chart), 'Circulation Cross Tabs' (bar chart), 'Patrons' (listing 'Smith, R.' and 'Rios, E.' with a 'more' dropdown), and 'Checkouts' (area chart). On the right side, a sidebar menu is visible under the heading 'Circulation Activity Reports', listing the same four report options with their respective icons.

Reporting and Statistics Options



Statistics

Create
Lists

Reporting and Statistics Options

sierra

FUNCTION Create Lists

Append Dedupe Copy Empty Rename Own Release Cancel

Review Files

Review Files

All Search Records Sort Records List Records Export Records Show Records Show Info

File	Name	Current Records	Max Records	Type	Status	Login	Created [date/time]
1		0	400000		empty		
2		0	400000		empty		
3		0	400000		empty		
4		0	60000		empty		
5		0	60000		empty		
6		0	40000		empty		
7	bsom 2015 no pmessage	112	40000	p	complete	etrent...	07-28-2015 / 17:15...
8	Bulk Fine Transfer 8/15	154	40000	p	complete	lduncan	08-13-2015 / 07:00...
9	Current Cataloging Sept 2015	40488	40000	b	complete	dlouit	09-02-2015 / 14:44...

sierra

FUNCTION Statistics

Rename Copy St... Delete Export Print Close

Saved Queries

Results Files

Saved Queries

Edit Query New Query Run Saved Query Schedule Saved Query

Saved Query Name	Login	Created	Last Run	ID
patrons	apittm...	08-11-2009 1:40PM	07-15-2010 4:17PM	762
item periodic created date	dhenni...	01-15-2010 9:21AM	11-02-2010 9:36AM	873
2009	apittm...	09-09-2009 9:51AM	08-23-2012 5:49PM	801
SWD item check	mjenki...	07-24-2013 12:20PM	07-24-2013 12:16PM	1620
Item check-out	tsimm...	10-14-2013 9:45AM	10-14-2013 9:48AM	1643
location and status	rraider	05-07-2008 3:01PM	04-30-2014 1:12PM	600

Reporting and Statistics Options



Practical Application

Audit

Scenario: Your library is scheduled for a routine audit; you may be asked to assist with reporting.



What is the amount of fines paid to the library in fiscal year 2013/2014?

What is the amount of fines assessed in fiscal year 2013/2014?

Audit

Question 1: What is the amount of fines paid to the library in fiscal year 2013/2014?

Quick Response: Fines Paid report from 7/1/2013 to 6/30/2014 for materials from your library

The screenshot shows the Sierra library system interface. The window title is "Sierra - Wright State University Libraries - Leigh Duncan - LCS". The menu bar includes File, Edit, View, Go, Tools, Admin, Reports, Window, and Help. The main header displays the "sierra" logo and the "FUNCTION" dropdown menu set to "Fines Paid". Below the header, there are several controls: "Limit Display By" with "Date Paid Between" set to "07-01-2013" and "06-30-2014", "Statistics Group" (empty), and "Login" (empty). The "Owning Location" section has "Paul Laurence Dunbar Library" selected. A "View Fines Paid" button is visible. Below this, a summary table shows "Receipts for 07-01-2013 to 06-30-2014" with the following data:

Category	Amount	Category	Amount
Overdue Paid	\$12,451.32	Total Paid	\$18,271.16
Replacement Paid	\$4,839.80	Total Waived	\$7,478.65
Manual Paid	\$980.04		

Below the summary is a detailed table of fines paid:

#	Owning	Date Paid	Invoice	Statistics Group	Login	Charge Type	Description	Patron
1	06014	06-30-2014	267466	1	etrentman	Overdue	Cracking the partic...	p1166465
2	06000	06-30-2014	263297	1	etrentman	Overdue Renewed	Educational psycholo...	p1166465
3	06000	06-30-2014	267682	1	etrentman	Overdue	The Toyota way : 14 ...	p1279647
4	06000	06-30-2014	267681	1	aseifert	Overdue	Love signals : a pract...	p1279684
5	06000	06-30-2014	265928	1	aseifert	Replacement	Love signals : a pract...	p1279684
6	06000	06-30-2014	265928	1	aseifert	Replacement	Love signals : a pract...	p1279684

Audit

Question 1: Further Considerations

- Include Fines Paid on materials from other libraries?
- Include fines that were waived?
- Be prepared to translate Inno-speak to the auditors

Last Paym	Login	Creation Mode	Descriptio	Amount P	Payment
\$0.00	dmiller	Automatic	The exper	\$5.50	Full Payment
\$0.00	dmiller	Automatic	André Bre	\$5.50	Full Payment
\$0.00	cduffy	Automatic	Cell phone	\$0.00	Waive
\$0.00	dmiller	Automatic	Race [vide	\$0.00	Waive
\$0.00	cduffy	Automatic	Unseen M	\$3.50	Full Payment
\$0.00	etrentman	Automatic	Women o	\$1.00	Full Payment
\$0.00	etrentman	Manual	The Antisl	\$52.51	Full Payment
\$0.00	etrentman	Automatic	VISITOR C	\$0.00	Waive
\$0.00	etrentman	Automatic	VISITOR C	\$0.00	Waive
\$0.00	aseifert	Automatic	Rastafari :	\$14.00	Full Payment
\$0.00	aseifert	Automatic	Rastafari :	\$0.50	Full Payment
\$0.00		Automatic	Pimpin' ai	\$0.00	No Payment
\$0.00		Automatic	Channelin	\$0.00	No Payment

Why are manual charges created?

Why is this charge included if there was "no payment"?

Under what circumstances are charges "waived"?

Audit

Question 2: What is the amount of fines assessed in fiscal year 2013/2014?

Quick Response: Create a List of fines assessed between 7/1/2013 and 6/30/2014

fines accrued FY 13/14

Store Record Type: PATRON p

Range Start p10000008 Stop p13075408

Term	Operator	Type	Field	Condition	Value A	Value B
1		PATRON	Fine Assessed	between	07-01-2013	06-30-2014

PATRON Fine Assessed between "07-01-2013"and "06-30-2014"

OK

Audit

Question 2: Further Considerations

- Include Fines Assessed on materials from other libraries?
- Include Fines Assessed to patrons from other libraries?
- Become familiar with searching on Special Fields in Create Lists

Fines Fields

Fines Fields Source

Create Lists reads the **FINE** field (the 9 field) in the patron record for fine information. It does not retrieve information from the **Fines Paid database**. Consequently, Create Lists can search only for information about outstanding fines.

Field Name	Description						
Fine Patron	Patron to whom the fine applies.						
Fine Assessed	The date the fine was assessed. Note that if the fine is a reinstated fine, this field reflects the date the fine was reinstated and not the original date the fine was assessed.						
Fine Invoice Num	The fine's invoice number. For fine adjustment entries (charge type = 4), this column contains the invoice number of the original fine.						
Fine Item Charge	<table border="0"><tr><td>If the fine type is:</td><td>This field contains:</td></tr><tr><td>overdue</td><td>The fine amount.</td></tr><tr><td>replacement bill</td><td>The portion of the fine that is the charge for the item</td></tr></table>	If the fine type is:	This field contains:	overdue	The fine amount.	replacement bill	The portion of the fine that is the charge for the item
If the fine type is:	This field contains:						
overdue	The fine amount.						
replacement bill	The portion of the fine that is the charge for the item						

Reinstated fines reflect the date the fine was reinstated

Fine Assessed does not include fines already paid . . .

Relocation

- Scenario: One of your libraries is moving to a much smaller location; you may be asked to help assess the collection.

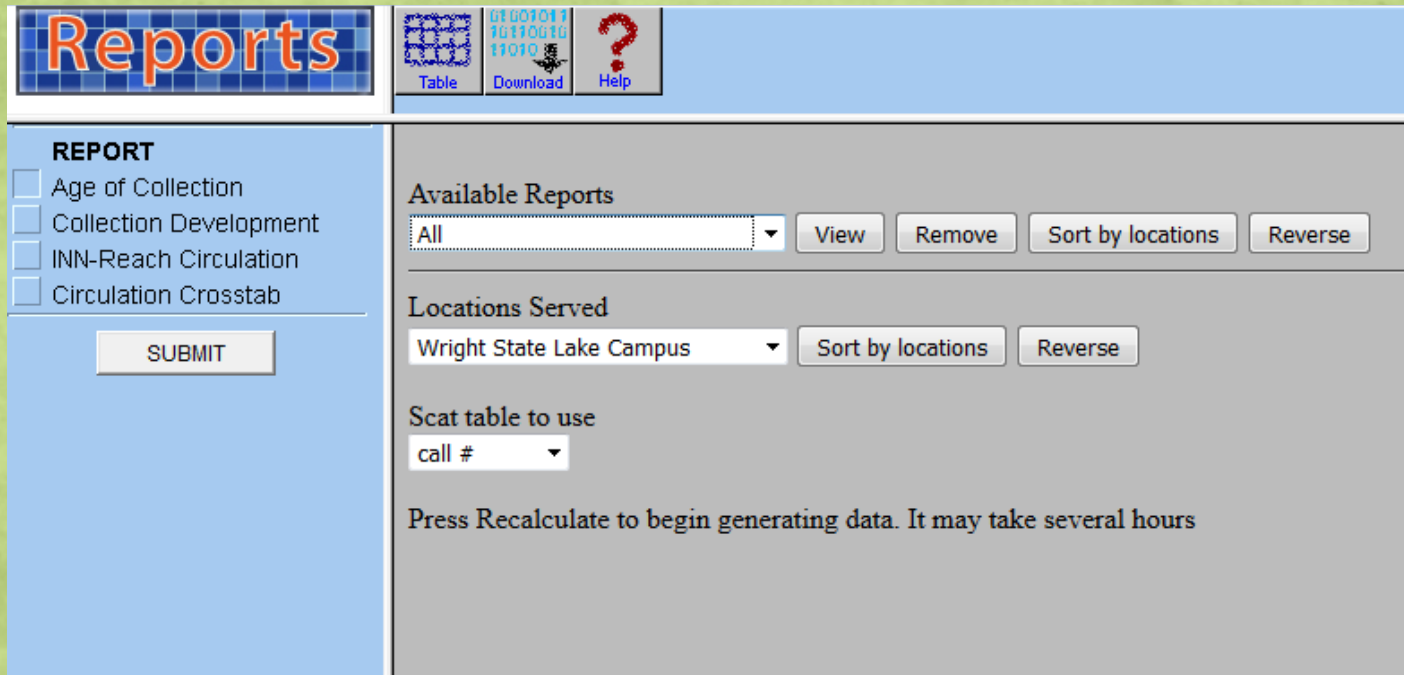


Our books won't fit!
How do we decide
what to get rid of?

Relocation

Question 1: How do we strategically shrink a library collection?

Quick Response: Use Web Management Reports to create an Age of Collection Report and a Collection Development Report



The screenshot shows a web interface for generating reports. At the top left is a 'Reports' header with a grid icon. To its right are three icons: a grid labeled 'Table', a download arrow labeled 'Download', and a red question mark labeled 'Help'. Below the header is a sidebar with a 'REPORT' section containing four checkboxes: 'Age of Collection', 'Collection Development', 'INN-Reach Circulation', and 'Circulation Crosstab'. A 'SUBMIT' button is located below these checkboxes. The main content area is titled 'Available Reports' and features a dropdown menu set to 'All', with 'View', 'Remove', 'Sort by locations', and 'Reverse' buttons. Below this is the 'Locations Served' section with a dropdown menu set to 'Wright State Lake Campus' and 'Sort by locations' and 'Reverse' buttons. The 'Scat table to use' section has a dropdown menu set to 'call #'. At the bottom, a message reads: 'Press Recalculate to begin generating data. It may take several hours'.

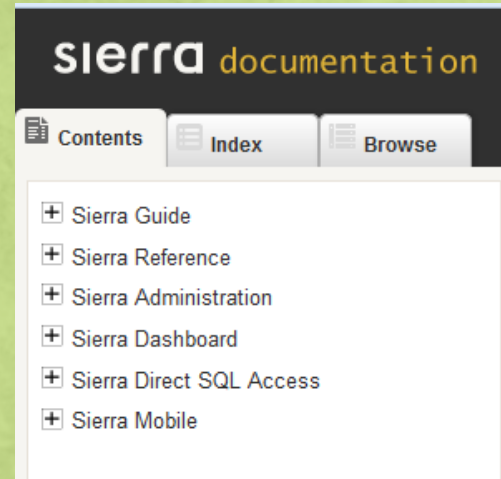
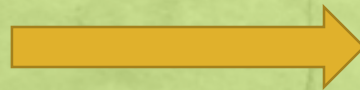
Age of Collection: Count of items by publication date, grouped by call # range

Collection Development: Cataloging and circulation activity over your selected time period, grouped by call # range

Relocation

Further Considerations

- Know your data: Create lists based on rough criteria from the Web Management Reports; view Statistics on those lists to see YTDCIRC and LYCIRC data
- Consider statewide holdings – if a member library, contact your consortia
- Know your collection: Consider how do electronic resource holdings contribute to the collection when evaluating subject coverage
- Consider consulting with particular faculty



Accreditation

- Scenario: One of your colleges or academic programs is pursuing accreditation; you may be asked to supply reports to assist them.



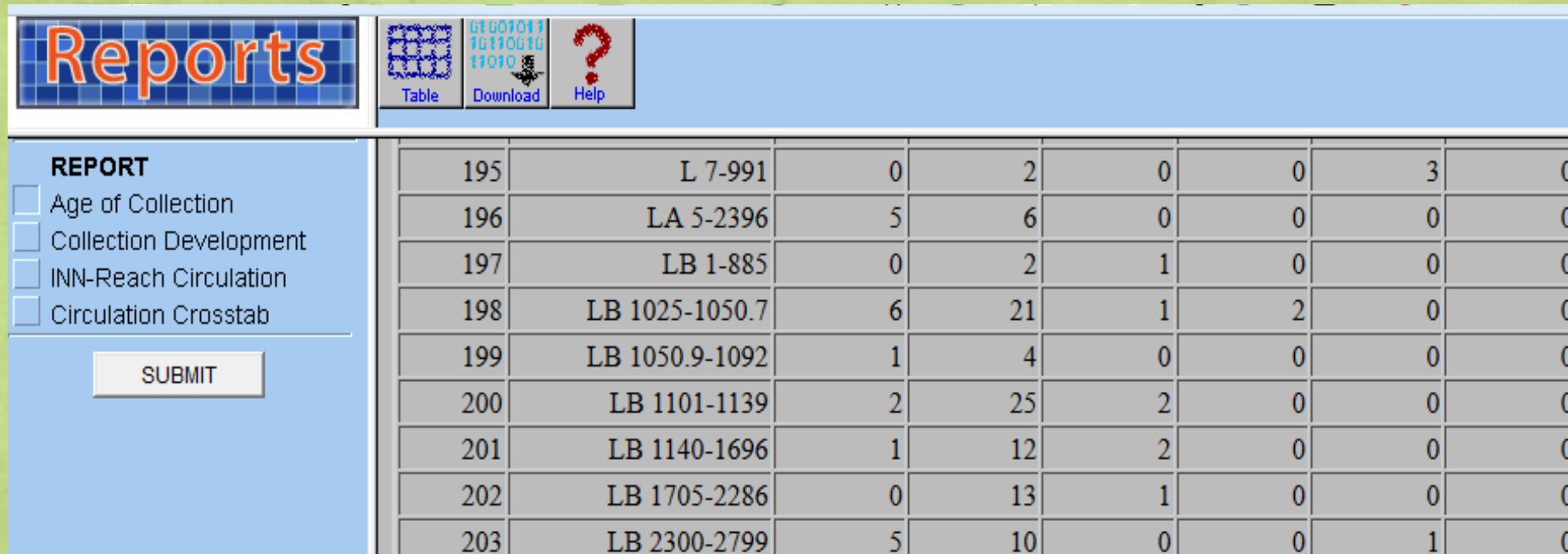
How many Education books do we have in the library?

How often do they get used?

Accreditation

Question 1: How many Education books do we have?

Quick Response: Use Web Management Reports to create an Age of Collection Report. *Hint:* This report can be copied and pasted directly into Excel (or you can download a .txt file and import it).



The screenshot shows a web management interface. At the top, there is a blue header with the word "Reports" in large orange letters. To the right of the header are three icons: a grid icon labeled "Table", a download icon labeled "Download", and a question mark icon labeled "Help". Below the header is a sidebar on the left with a "REPORT" section containing four checkboxes: "Age of Collection", "Collection Development", "INN-Reach Circulation", and "Circulation Crosstab". A "SUBMIT" button is located below these checkboxes. To the right of the sidebar is a table with 10 columns and 10 rows of data.

195	L 7-991	0	2	0	0	3	0	0	0
196	LA 5-2396	5	6	0	0	0	0	0	0
197	LB 1-885	0	2	1	0	0	0	0	0
198	LB 1025-1050.7	6	21	1	2	0	0	0	0
199	LB 1050.9-1092	1	4	0	0	0	0	0	0
200	LB 1101-1139	2	25	2	0	0	0	0	0
201	LB 1140-1696	1	12	2	0	0	0	0	0
202	LB 1705-2286	0	13	1	0	0	0	0	0
203	LB 2300-2799	5	10	0	0	1	0	0	0

Accreditation

Further Considerations

- Consult with your College of Education librarian
- Create a subject-specific SCAT table

Your SCAT Table

SCAT FILE MAINTENANCE (call #)					
	STARTING #	ENDING #	CATEGORY	DESCRIPTION	
193 >	KG 0001	KWX 0014	193	KG 1-KWX 14	
194 >	KZ 0002	KZD 6715.999	194	KZ 2-KZD 6715	
195 >	L 0007	L 0991.9999	195	L 7-991	
196 >	LA 0005	LA 2396.999	196	LA 5-2396	
197 >	LB 0001	LB 0885.9999	197	LB 1-885	
198 >	LB 1025	LB 1050.799	198	LB 1025-1050.7	
199 >	LB 1050.9	LB 1092.999	199	LB 1050.9-1092	
200 >	LB 1101	LB 1139.999	200	LB 1101-1139	
201 >	LB 1140	LB 1696.999	201	LB 1140-1696	
202 >	LB 1705	LB 2286.999	202	LB 1705-2286	
203 >	LB 2300	LB 2799.999	203	LB 2300-2799	
204 >	LB 2800	LB 3095.999	204	LB 2801-3095	
205 >	LB 3201	LB 3640.999	205	LB 3201-3640	
206 >	LC 0001	LC 0050	206	LC 1-50	

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LB5-3640	Theory and practice of education
LB5-45	General
LB51-885	Systems of individual educators and writers
LB1025-1050.75	Teaching (Principles and practice)
LB1049.9-1050.75	Reading (General)
LB1050.9-1091	Educational psychology
LB1101-1139	Child study
LB1139.2-1139.5	Early childhood education
LB1140-1140.5	Preschool education. Nursery schools
LB1141-1489	Kindergarten
LB1501-1547	Primary education
LB1555-1602	Elementary or public school education
LB1603-1696.6	Secondary education. High schools
LB1705-2286	Education and training of teachers and administrators
LB1771-1773	Certification of teachers
LB1775-1785	Professional aspects of teaching and school administration
	Vocational guidance
	State teachers colleges
	United States
	Other regions or countries
	Teacher training in universities and colleges
	Higher education
	Institutions of higher education
	Teaching personnel
	Trade unions
	Endowments, trusts, etc.
	Student financial aid
	Supervision and administration. Business management
	Admissions and entrance requirements
	Curriculum
	College examinations
	Graduate education
	Academic degrees
	Educational consultants and consulting
	School administration and organization
	Administrative personnel
	Teaching personnel

Accreditation

Question 1: How often do the library's Education books get used?

Quick Response: Use Web Management Reports to create a Collection Development Report.



Annual Collection Development Report

01-01-05 -> 01-31-15

Scat table: call #

Location(s): Wright State Lake Campus

Created on 09-12-15

Category	Description	Size of Collection: Items	Items Added	Bibs Cataloged	# of Orders Received	Orders with Payment	\$ Amount of Orders	# of Check Outs	Average \$ per Order	Average Circulations	Avg \$ per Bib Cataloged	Average \$ per Circulation
-1	No call #	1225	565	6	22	33	\$487,400.11	0	\$14,769.70	0.00	\$81,233.35	\$0.00
0	Not in table	1376	237	18	22	31	\$22,992.52	63	\$741.69	0.27	\$1,277.36	\$364.96
1	AC 1-999	55	0	0	0	0	\$0.00	4	\$0.00	0.00	\$0.00	\$0.00
2	AE 1-90	47	0	0	0	0	\$0.00	3	\$0.00	0.00	\$0.00	\$0.00
3	AG 2-600	2	0	0	0	0	\$0.00	0	\$0.00	0.00	\$0.00	\$0.00
4	AI 1-21	6	1	0	0	0	\$0.00	0	\$0.00	0.00	\$0.00	\$0.00
7	AP 1-271	77	47	0	7	8	\$2,504.12	0	\$313.01	0.00	\$0.00	\$0.00
9	AY	33	30	1	4	5	\$2,935.53	3	\$587.10	0.10	\$2,935.53	\$978.51
11	B 1-105	15	3	2	0	0	\$0.00	9	\$0.00	3.00	\$0.00	\$0.00
12	B 108-785	9	9	3	0	0	\$0.00	7	\$0.00	0.78	\$0.00	\$0.00
13	B 790-5802	6	5	3	0	0	\$0.00	21	\$0.00	4.20	\$0.00	\$0.00
15	BD 10-701	3	3	1	0	0	\$0.00	10	\$0.00	3.33	\$0.00	\$0.00

Accreditation

Further Considerations

- Work closely with the college to determine what information they need
 - More granular circulation statistics are available through a Statistics fixed-field report

Range	Description	Record C...	TOT CHKOUT	TOT RENEW	YTDCIRC	LYRCIRC
LB1025-LB1050.7	LB 1025-1050.7	3872	15308	10327	95	744
LB1050.9-LB1092.2	LB 1050.9-1092.2	788	4479	2396	17	170
LB1101-LB1139.9	LB 1101-1139	779	3370	1975	22	100
LB1140-LB1696.9	LB 1140-1696	3186	13962	7967	96	529
LB1705-LB2286.9	LB 1705-2286	1040	3703	2660	9	127
LB2300-LB2799.9	LB 2300-2799	2555	11404	8791	73	562
LB2800-LB3095.9	LB 2801-3095	3439	16179	7526	30	372
LB3201-LB3640.9	LB 3201-3640	257	1004	396	4	27
LC1-LC59	LC 1-59	89	598	155	1	19
LC65-LC245.9999	LC 65-245	1681	7493	4382	28	240
LC251-LC951.9999	LC 251-951	297	894	317	1	13
LC980-LC1099.59	LC 980-1099.5	655	2639	1548	15	78
LC1200-LC5160.3	LC 1200-5160.3	2597	13621	6609	43	298
LC5161-LC6691.9	LC 5161-6691	463	1779	1120	7	46
LD13-LD7501.999	LD 13-7501	6452	10083	3984	2	96
LE3-LE78	LE 3-78	8	11	3	0	0
LF14-LF5627.999	LF 14-5627	23	73	5	0	0
LG21-LG961.9999	LG 21-961	8	5	0	0	0
LH1-LH9	LH 1-9	65	60	3	0	4

Student Success

- Scenario: The bottom line at universities is student success. You may be called upon to prove how the library contributes to that success.



Can we determine how library use correlates to student success rates?

Student Success

Tip: Utilize the powerful capabilities of your Research, Analytics and Reporting (RAR) Department; determine what partnership opportunities there are for the library

Current Project at Sinclair Community College

- Goal: Show the number of unique library users and get data on the library as a contributing factor to student success
- Tools: Innovative's Scheduler, Create Lists, FTP
- Considerations: Privacy issues, availability (or lack of!) for inn-reach transactions, de-duplication, etc.

Student Success

Hourly Scheduler jobs
are run and FTP'd
from 8am-9pm, 7
days per week

Job 1 (local)
Item OUTDATE is not
blank
Job 2 (inn-reach)
Virtual Patron Record
exists

RAR determines
reports and analyzes
library usage by
unique users;
comparing existing
data on those same
users

Fines to Bursar

- Scenario: Each quarter you transfer fines to the bursar. Your accounting staff needs particular information about those fines for their records.



Fines to Bursar

Question 1: After we transfer patron fines to the bursar, can I get information about those fines?

Quick Response: No. (Just kidding!) Create a report using the Fines Paid file.

1	Fines Paid								
3	Date Assessed	Patron Record	Patron Unique ID	Invoice	Charge Amt.	Processing Fee	Billing Fee	Charge Type	Ow
4	6/10/2015	1300294	U00734082	274967	\$25.00	\$0.00	\$0.00	Manual Charge	
5	6/15/2015	1304797	U00803856	275042	\$12.50	\$0.00	\$0.00	Overdue	ou4
6	4/23/2015	1303951	U00800362	274118	\$11.00	\$0.00	\$0.00	Overdue	da3
7	6/23/2015	1303044	U00400938	275179	\$9.00	\$0.00	\$0.00	Overdue	ou4
8	6/23/2015	1303044	U00400938	275180	\$9.00	\$0.00	\$0.00	Overdue	de4
9	5/4/2015	1302911	U00770771	274364	\$7.50	\$0.00	\$0.00	Overdue	os4
10	7/30/2015	1302883	U00786346	275718	\$8.50	\$0.00	\$0.00	Overdue	ct3
11	7/28/2015	1302883	U00786346	275690	\$7.50	\$0.00	\$0.00	Overdue	mu
12	4/18/2015	1302778	U00773524	274017	\$5.50	\$0.00	\$0.00	Overdue	
13	6/11/2015	1302771	U00774498	274977	\$17.00	\$0.00	\$0.00	Overdue	
14	5/21/2015	1302771	U00774498	274646	\$6.50	\$0.00	\$0.00	Overdue	vm

Fines to Bursar

Further Considerations

- Does your staff need information beyond that available in the Fines Paid File? Is the Fines Paid File currently available in Sierra?
- Try an SQL query of the Sierra database

fines_paid

Each row of `fines_paid` describes a fine that has been removed from a patron's record.

NOTE: This view contains data from the Globally Purge Charges feature.

Column	Data Type	Not NULL?	Comment				
<code>id</code>	bigint	false	System-generated sequential ID.				
<code>fine_assessed_date_gmt</code>	timestampz	false	The date the fine was assessed. Note that if the fine is a reinstated fine, this column reflects the date the fine was reinstated and not the original date the fine was assessed.				
<code>patron_record_metadata_id</code>	bigint	false	Foreign key to <code>record_metadata</code> (for the patron record).				
<code>item_charge_amt</code>	numeric	false	<table border="1"><thead><tr><th>If the fine type is:</th><th>This column contains:</th></tr></thead><tbody><tr><td>overdue</td><td>The fine amount.</td></tr></tbody></table>	If the fine type is:	This column contains:	overdue	The fine amount.
If the fine type is:	This column contains:						
overdue	The fine amount.						

Fines to Bursar

Example Query and Results:

```

SELECT
checked_out_date_gmt AS CheckedOut,due_date_gmt AS DueDate,fine_assessed_date_gmt AS
DateAssessed,last_name||','||first_name||' '||middle_name AS PatronName,barcode,record_num AS
recordNumber,invoice_num AS Invoice,item_charge_amt AS ChargeAmount,processing_fee_amt
AS ProcessingFee,billing_fee_amt AS BillingFee,last_paid_amt AS LastPmt,CAST(paid_date_gmt
AS DATE) as createdate,charge_type_code AS ChargeType,charge_location_code AS
ChargeLoc,tty_num AS StatsGrp,iii_user_name AS Initials,description

FROM sierra_view.fines_paid,sierra_view.patron_record_fullname,sierra_view.patron_view
WHERE
sierra_view.fines_paid.patron_record_metadata_id=sierra_view.patron_record_fullname.patron_re
cord_id
AND sierra_view.fines_paid.patron_record_metadata_id=sierra_view.patron_view.id
AND paid_date_gmt >= '2015-04-24':TIMESTAMP
LIMIT 700;
    
```

New fields included:

- ✓ Checkout Date
- ✓ Due Date
- ✓ Patron Barcode

1	Date Checked Out	Due Date	Date Assessed	Barcode	Record No.	Invoice	Charge Amt	Processing Fee	Billing Fee	Last Pmt	Created Date	Charge Type	Location	Stats Grp	Staff	Title		
5	5/15/2015 16:49	6/5/2015 4:00	6/23/2015 20:53	6280770004677270	1303044	275179	\$9.00	\$0.00	\$0.00	\$0.00	8/13/2015	2	ou4ug	1	lduncan	Roadside geology of Penn		
6	5/15/2015 16:49	6/5/2015 4:00	6/23/2015 20:53	6280770004677270	1303044	275180	\$9.00	\$0.00	\$0.00	\$0.00	8/13/2015	2	de4ug	1	lduncan	Roadside geology of New		
7	10/9/2014 15:14	4/19/2015 4:00	5/4/2015 10:26	6280770003424260	1302911	274364	\$7.50	\$0.00	\$0.00	\$0.00	8/13/2015	2	os4ug	1	lduncan	Maps and cross sections o		
8	5/14/2015 13:08	7/13/2015 4:00	7/30/2015 12:58	6280770001534970	1302883	275718	\$8.50	\$0.00	\$0.00	\$0.00	8/13/2015	2	ct3tg	1	lduncan	Human diseases : a system		
9	5/14/2015 13:08	7/13/2015 4:00	7/28/2015 10:58	6280770001534970	1302883	275690	\$7.50	\$0.00	\$0.00	\$0.00	8/13/2015	2	mu3ug	1	lduncan	African American psychol		
10	3/10/2015 9:48	4/7/2015 4:00	4/18/2015 14:00	6280770001499300	1302778	274017	\$5.50	\$0.00	\$0.00	\$0.00	8/13/2015	2	6013	1	lduncan	Burma Chronicles		
11	8/22/2014 14:20	5/5/2015 4:00	6/11/2015 18:52	6280770001243710	1302771	274977	\$17.00	\$0.00	\$0.00	\$0.00	8/13/2015	2	6000	1	lduncan	Handbook of statistical an		

Avoiding Disaster

1. Always view example records before accepting the report
 - You may be overlooking a field that is vital to the project or decisions being made
 - Be sure you are gathering what you intended
2. Know your data
 - Patron data – talk to your circulation staff to learn about “exceptions” and “special cases”
 - Bibliographic data – talk to your cataloging department about “special processes” or “data limitations”
3. Create Lists in multiple ways
 - *Expiration date =* versus *Expiration date >*
4. Make the reports/data usable
 - Export to Excel and clean-up



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