

Shelflist – Multipurpose Tool for Cleanup

Purpose:

Create a spreadsheet of your database. By using different sorting options, you can see problems that need to be cleaned up.

Location:

INFOhio tab > CAT: Shelflist

Setup options:

- a. Basic tab – change report name and title to reflect purpose of report
- b. Item Selection tab
 - Enter your library
 - Item group – leave blank for all items or use the gadget to exclude certain item groups such as equipment and electronic resources.
- c. Output Options
 - Spreadsheet
 - Plain Text
 - Barcode
 - Call Number
 - Status
 - Title
 - Item Group
 - Material Type
 - Last Activity Date
 - Last Checkout Date
 - Price
 - Any other options you wish

Result:

A	B	C	D	E	F	G
Barcode	Call Number	Status	Title	Item Group	Material Type	Price
32612010090292	001.4 MUR	AVAILABLE	Lemonade for sale	NONFICTION	BOOK	15.89
32612010065583	001.64 JAC	AVAILABLE	Computers	NONFICTION	BOOK	6.02
32612010065609	001.64 LIP	AVAILABLE	More BASIC a guide to intern	NONFICTION	BOOK	9.95
32612010072654	001.64 SIM	AVAILABLE	BASIC book	NONFICTION	BOOK	11.89
32612010065518	001.9 ALL	AVAILABLE	Real life monsters	NONFICTION	BOOK	8.95
32612010065542	001.9 CAR	AVAILABLE	Bigfoot man, monster, or my	NONFICTION	BOOK	8.95
32612010072621	001.9 GUN	AVAILABLE	Unexplained mysteries	NONFICTION	BOOK	8.95
32612010065617	001.9 SCH	AVAILABLE	Cross your fingers spit in you	NONFICTION	BOOK	8.96
32612010100844	001.94 BRA	AVAILABLE	Book of flying saucers for you	NONFICTION	BOOK	7.95
32612006643021	001.944 HOF	AVAILABLE	Loch Ness monster / Mary An	NONFICTION	BOOK	14.56
32612010072647	027 PRE	AVAILABLE	Basic library skills	NONFICTION	BOOK	7.95
32612010084121	030 HAM	AVAILABLE	Children's Encyclopedia	NONFICTION	BOOK	18.95
32612010087009	031 ARD	AVAILABLE	Random House Book of 1001	NONFICTION	BOOK	13
32612010089070	031 GUI	AVAILABLE	The Guinness book of record:	NONFICTION	BOOK	25.95
32612006643120	031 IGG	AVAILABLE	The dangerous book for boys	NONFICTION	BOOK	21.2
32612010088064	031 KIN	AVAILABLE	I Wonder Why Encyclopedia	NONFICTION	BOOK	34.95

Sort by Barcode

- Bad barcodes will be at the top and the bottom of the list.

Barcode
41607
416072
123212321232
3261200007777
3261201000002

Sort by Item Group then by Call Number

- Look for inconsistencies in call numbers. Are prefixes the same?

E BIR
EASY AUC

- Do call number and Item Group match?

Call Number	Status	Title	Item Group
FIC GRI	AVAILABLE	The requirement - Book 5	NONFICTION

- If items appear out of order, there's probably an extra space in the call number.

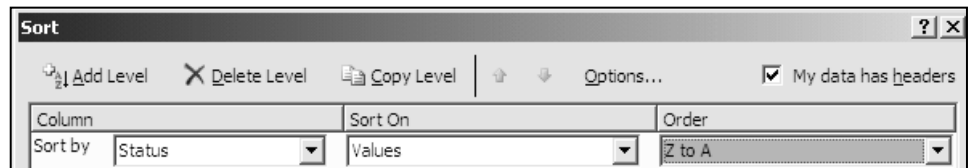
E RAT RC 510
E ABE RC 480

- Does Material Type match the Item Group?

Item Group	Material Type
VIDEO	BOOK

Sort by Status - descending

Sorting in descending order (Z to A) will put your Available and Checked out items at the bottom of the report. Statuses you need to address will be at the top.



- Missing and Discard Items – check last activity date. Notify your ITC of items that can be deleted.
- Lost Items – check last checked out date. Determine if it's time to delete them.
- In Transit or ILL items – determine where they are physically and get them “home”.



TIP! You can copy barcodes from the Excel report and paste into Sirsi to quickly fix any problems. You can also run barcodes just for specific statuses (ex. Lost-Claim) and print them on paper. Then you can just scan them to look at the item records.