

Strategic Weeding & Collection Use in ALMA: A Practical Overview - Transcript

Please stand by for realtime captions.

Hi, everybody. This is the sound check for strategic weeding and collection used in ALMA. A practical overview. We will get started in about three minutes. Hi everyone and welcome to strategic weeding and collection use in ALMA. I have a few housekeeping reminders. Please use the chat box for questions, comments and technical issues and we will keep track of the questions and addressed as at the end of the presentation. We are recording the conference and all registrants will have access to the recording. Please join me in welcoming our presenter Megan and I will have it over to her to start the session.

Am I unmuted?

Yes, you are.

Hi, everybody. Let me advance my slides here. So yes, I'm working at the government documents librarian conference in University and stuck government documents at California State University Fullerton Paul Locke library and also reference coordinator to the Department of political science history and American [Indiscernible] and I support library instructions and research and has a coordinator at the depositor collection responsible for development and assisting community in public with information and I want to say a quick thank you to GPO for allowing me to speak at all you today and give an overview of using ALMA for strategic reading and analyzing and tracking collections. Also a quick as part of using the advanced I have a [Indiscernible] in the background and we are under a nationwide conference not just in case you hear her she is fine. I would not be an conference without a baby boomer so let's get started. To give you some background in my role as a coordinator I been assigned to large-scale depository projects at the government documents collection and our campus is typically in CSU we have over 40,000 students and there is a minimum requirement that the library must provide according to the campus office so this requirement along with large-scale library remodel has significantly driven a demand for every space in recent years and it naturally leads to conversations not just in the depository collection but also the general collection itself so into circulation and a really modern up until my time just over five years ago the depository collection have not undergone any kind of extensive reading outside of -- excuse me. My presentation here. Are you hearing me?

's I'm not sure what other presentation you are hearing. Okay. Good. I will just continue if you have another session open you might look at how many windows you have open just because you have more than one session. But yes up until my hiring over five years ago the depository collection had not really undergone an extensive reading outside of superseding material in fact they had been actively [Indiscernible] material and accepting quite large [Indiscernible - muffled] to add in the metadata there was no strong pressure for space before I got hired and having served as the collective depository since 1963 that will both the general and depositor

collection had remained largely untouched so pretty sizable footprint just keep that in the back of your mind and if there is no money for growing the collection we should not really be reading anything especially during the years that followed a financial crisis so there was not much being done there. Similarly the CSU strategic priority can move to a unified library management system and that meant that all 23 CSU campuses all of our libraries migrated to all mom in 2017 as agreed so 23 campuses undergoing a pretty substantial migration of all of our collection so we can work as a consortium and in addition to the new public facing this is a new analytics system but thankfully there was much more powerful than I previous system we were on millennium previously. The best part of this new system is that users can see what material have been [Indiscernible] about other CSU campuses and if they have statements so that the categorized into three zones institutions own which includes your local collection and a network is on which includes a network of libraries or consortia in our case and the community zone which is the entire knowledge base for the greater user based ALMA. Now I think that resource sharing is certainly one of the biggest benefits for those of you are completely migrating or might be in the practice of migrating or feeling those. I migrations was one of the most difficult things I had to undergo and it also provides some pretty helpful data that can be useful for strategizing your project and the use of her material and the demand for that material and providing access to library users. So let me see I'm going to ask you to use the chat have any of you are currently using ALMA as your LMS or thinking about migrating and you are considering at on a different library management system. Migrating. I hear you. A lot of ALMA people. Fantastic. This is great. We did two years ago. Okay. You're probably remembering that whole thing I'm just now getting used to the online search so we have a lot of people were users that fantastic so there is user and migrating and it will work better trust me but you see a lot of what I mean the migration you're undergoing and how you set up ALMA during the migration makes a lot of difference in how you can pull the information later so definitely consider all this if you're still in those early stages consider this data point that were going to talk about and when he have done that keep that in mind that even if you're not even ALMA a lot of this is like the other systems you may use in creating sort of the strategic support so definitely keep that in mind and if you ever get to the point where you might consider migrating there's a lot of different things on the market now so keep that in the back of your mind that has been effective so one other question how many of you ever use analytics to run ALMA for your government work? Yes, okay. That's good I'm glad somebody already have familiarity with the system a little bit and for those of you who have not it never too late to start and I also use millennium before this so it's different mentality when he go through it in ALMA and how many of you guys track the use of in-house or non-circulating items currently.'s if you have collections that don't circulate you track that. That's fine. There's a lot of ways but that's good to know. I hear that. So that's good information thank you for sharing that and of course if you tell us you want to share I will keep the chat open. Before we get started I do have a disclaimer because I'm trying to be as transparent as I can. You guys provided is not the official instructions and guidelines required to the regional or to GPO this presentation is meant to provide an overview of using the management system and assessing your collections use but other creditors are required to's policies and procedures mandated by regional and by the agreement. So before doing any collection reading always consult with your regional library and remember materials distributed to the federal depository Library program remain federal property unless we

dispose in accordance to specific rules in state and regional instructions and of course the reading of depository material is entirely optional's I want to make sure that the new people this might be the first conference that I reiterate that and also want to note that this edition includes using previous [Indiscernible - muffled] authority gone through the first set a review so if you have questions about that please reach out to the regional coordinator and know that previously approved will not necessarily be available everywhere and for those of you in California we have that available so you can reach out to your regional if you have questions about that this is to strategize more effectively in my library and not all of my [Indiscernible - muffled] will have the same functions today and keep in mind conceptually this will deftly apply and hopefully we can get your brains thinking so thank you so much for that. For those also I want to refer you if you are new to the FDLP Academy webinars that will give us a more detailed and materials over five years old all those things that are separate webinars for those specifics so there is definitely that for you. Let's get into it. The in-house use functions for those of you who have the chat open I would recommend making that screen because some of the screenshots are going to be tiny and I can help you out a little bit but don't worry I will show you the demo portion as well but I did include some screenshots for those of you to get an idea what I'm talking about. The first thing I would like to discuss is the in-house use function in ALMA for those without security collection it especially helpful in our library is utilizing this feature so we can track the use of printed reference materials that does not leave the building to make better collection development and acquisition decisions. When we started using it immediately and maybe think of in-house depository collection or non-circulating collections and when I first started I collection was [Indiscernible] but did not circulate making it difficult to show use of the material to my library administrator and had my had the function been available at the time we certainly would not have been resorting to tallying this that went into a cabinet at the end of each month and is very analog I should say and sometimes I'm shocked them about the methods that we work with the tools we have and I do not [Indiscernible] my predecessors had to do to show the collection but typically we have tools that can allow that to be a little bit more to pull up better data. So this is to set up a basic virtual desk for workflow purposes or in this case the circulation department allows the librarian at the reference desk the lies that to stand items of in-house use material and dysfunction is in circulation but it's the same function for other sub collections so to do this they just added the permissions to scan items to have a scan item function in ALMA so it's basically a virtual circulation desk in ALMA it's still specific reference desk then we did some turning to ensure that everyone knew how to go through collecting it's very very fast and it's a very easy thing to do on the fly if you're having this feature or when you're done you have to re-show to keep it stacked and all you need to do is open up that function and it automatically has the in-house use checkbox checked so you just have to scan the barcode and it's essentially tallied like in the old days the items to show that you have used it so you can quickly go through the scanner and then later you'll be able to prove that in a reporter in-house use items and since each of those items has a specific location you'll be able to target that by location and in-house use that's one of the things that's been super helpful and it is superquick. It is too quick in a scan so I will show you that in a minute but that's one of the easiest ways to use ALMA if you have a non-circulating collection. The other way you can use ALMA which most of you for some of you are already doing if you have been doing ALMA reports and design analytics there is an ability to create a system with specific

parameters to retrieve the report and list of items within the collection and ALMA you do this through the analytics page the first time you will need to create it using the design analytics function and will go through that. As you have your parameters set you can go back in and rerun the same list if you save it under your user which this is just a quick showcasing of some of the subject area that will show up in the field and the design analytics function and what it looks like. Quick tip for those of you are new to this, get to know your fellow colleagues in circulation and work frequently with these types of reports. Questions naturally will come up and I actually had [Indiscernible] today where I was running a few different reports and I came up with this and I just sometimes it's a lot of detail oriented technical service work to have another set of eyes so questions are naturally going to come up in these processes and your colleagues are making resources to make sure you have all the data selected to create a report and some of the data seems obvious sometimes but once you got that that seems obvious but others I will show you I do not have known to include without asking questions so all working in different areas and sometimes in can be data you did not know you wanted and I also find this work a lot of the reporting has been assigned select everything quick shout out to the circulation coordinator by taking the time to ask and walk-through this numerous times to remember teamwork makes the dream work. So circulation report this is a quick screenshot of the circulation report and this is an example of one report that I will not be showing during the demo portion because I found a way to bring in systemic data which I will show you but I wanted to see what the parameters would look like and how they can be helpful and if you are just looking at collection use not looking at adding any of the previously approved data so it's an important thing to note here that the fields selected in the report are those parameters and the first production we will want to do is those physical items and the data so that means selecting a different subject area which is in the little arrow on the left but I will show you that portion in a minute and the way you can link those two data sets together the physical item data and the [Indiscernible] data is by using the MMS ID and for those of you new to ALMA it's a system auto generated that uniquely identify each item by linking the record item data together so for those of you on millennium or other systems it will be similar to how the members are using it and ALMA contains a unique four digit institution code to unique to your institution. You can also add this to your report using the area in the corner which I'm going to show you and in this case we added location code and all those in our collection has unique documents location codes and sub collection within the main collection so that your designates as the United States document and the I is international and a lot of these locations that the cleanup when we migrated and we selected all of them even though some of them are no longer used because that's how we get the cleanup. In order to do this report for all these locations to be included and make sure absolutely nothing September would fall through the cracks but location also includes an option for records which we like to select that which the location code exists so if the location code does not exist in our catalog it could be an error or could be something that we all records that has [Indiscernible - muffled]. Later if I want to share this report I'm also able to change that location or reference material or at another sub collection location code for that so the select location code or any other parameter I search for using the magnifying glass in this flexion on the left setting the location code is equal to the documents locations listed and those are reviews at selected locations or you can also just type them in and also included physical items and the you search for the loans that will give you the

items of those in house and not in-house but also gives you the last time it was checked out in the permanent number which can be really important when targeting specific parameters and the number of rules and these will all go to show use of your collection of the barcode I like to add it's really for future thinking so when you are considering that you know you have the item in your hand and you can use that in a lot of different ways but it's just one I like to use I would also recommend adding the [Indiscernible] to provide the 2:number and I will give you a lot of information and you have to create your own. There will not be a generic circulation report you have to create based on the details you want which I will show you how to do that. I wish there was a generic code. Unless you have it you can save it and then at that point save mine in the checkout and that's one that Sony options it's so great that you can make report 1 million things. So I would recommend at this point included title and the only other really important parameter is lifecycle and when you open up lifecycle it allows you to select the items only so no deleted records or dummy records will be included in your report and this is important because there are some the things you can do and it's amazing. The lifecycle being active is important because there's a lot of library management system and ALMA does not purge records from the system. If you delete it you can go created later and unless you specify this by the lifecycle being active you can easily get a full report that you deleted or you have already read so I will make sure to include that in the report always and once you run a report it will give you the option to export in Excel and XML and you can have PDF innately export in Excel so you can filter and do that however you want so this can be helpful if it's used or not used and you can parse it out by a certain date if it's checked out at a certain length of time and I'm getting a real good chunk of material that might be looked at in two waiting. So how is this helpful? There is a collection valued in the community and their library at ministration if you like it super essential especially for advocating for developing a collection maintaining a collection and how you want to be strategic about that and a lot of us have pressures and when you having a conversation I was think it's helpful to bring data to the table and if you have data that's showing hey this is been checked out multiple times and you can look at it in the system and we are the few library that still have these items so it's a story around the use of your collection and that can be very powerful when it comes to making sure that in the past we tend to have [Indiscernible] on its back. It also helps you promote the collection materials so that they want to do an exhibit many want to write a blog about a collection that is not getting used so you can promote it any want to use some of it in library instruction for you to know what would be the most and maybe the least used and area of my collection this is the way to know and user library instruction and also it supports decision-making for new selections or for [Indiscernible] collections if you're looking for catering around COVID on your campus it's supporting that decision-making but also allows you this is really a good use of the section and it's really being used a lot and maybe are going to consider new collections in that area and some things for strategies you can use ALMA to check local availability and if it being if you have less use material at these you'll be able to bring data when he consulted your stakeholders so if you're telling I know this is not a popular thing but if you're reading an error that might impact the product on your campus we are considering reading this area and if you have data that conversation will go a lot better rather than just saying I want to read this because immediate reaction in a lot of places you cannot read that so even though the data may tell a different story so making sure you have the data to tell that story I think it's super important. I also think

that recommendations for supplemental material you may want to buy and this is for those of you who have selected duties in addition to putting on the acquisition hat if your health and human services material is circulating and you have the nursing collection we might consider consulting with this department and doing additional collecting and that so it helps you see what's been used and we want to supplement where you might want to select or vice versa and where you might want to lead that. Previously approved FDLP I been able to criticize or be harsh but we are being so cautious and aware of the access that we are providing and making sure we're not removing access but this has been helpful to me because in California we offer a list of materials that having a ready approved so using this either way to link together in both strategies the collection that connected to the information you get from circulation that you already have the material that's not being used and also go leading that data to literacy materials found previously so the regional library provides guidance on the website and all the [Indiscernible] used for California selectors and that includes an Excel spreadsheet that items that do not need to be offered California state libraries because they have already been checked and given permission to the part and these will still need to be offered to other California selectors and optionally to GPO communities that went to the step of getting the approval from the regional has a ready gone through so you still want to go through offering that as you would any other offer using the same disposal format and it doesn't say the regional library and material over and over again which I think is why they created this to help them out and don't bother asking us to review the same thing over and over again and this is updated periodically so this is a sheet previously approved FDLP disposal offers and targeted directly and see what material is in the collection and if you bring in that circulation data it really will help you target material not being used and will help create a strategy but I find that this can be a great way to help target materials expedite the process a little bit and without creating additional [Indiscernible] for the additional library and you can [Indiscernible] the material is confirmed to be available in the system is at the very least the state library if we have a copy and you can also see if other libraries have it and if you're playing musical chairs you will be able to see who's still in the game so to speak and you're not really removing substantial access you'll still be able to provide [Indiscernible] and it's a faster rate target this part. There's also other document down here for that red arrow is underneath those other materials that you can also use an American to go through that in this presentation but I thought about it as I was writing my notes that you truly could use other materials that have been previously approved two other target needs or target materials or all kinds of things so you can use ALMA to do that very effectively. This is an example of a report and I apologize for the size of the font that will show you to you right now just know that after downloading the Excel spreadsheet from the website the California website as previously approved by user to select a series of 2: numbers to target the entire Excel spreadsheet is over 60,000 items so it is not ideal throughout the entire desktop. It will take a long time so it's going to be too big and frankly I wonder how useful that data is progress think it's a better idea to chalk it up and take it section by section think about the programs you have in your campus or the community are serving and how maybe that's changed. Maybe the area that circulating as were thinking about we collected them in a certain point and is no longer relevant so that's an easy way to target portion rather than the entire thing so for the point of our demo today I listed a small range because the report would take too long to run. I will share my screen and first thing I want to show you this is the features for

California state and if you scroll down this would be where you would get the previous list and the spreadsheet which is right here it is very sizable but there's a lot you can do at this. Keeping in mind all I did was select a chunk of the student numbers available that's what I'm going to be pulling off of today so these are all information you can go off of that. You are in ALMA and let me just double check because I did this earlier. So it will show you for those of you are used to using ALMA this would be very quickly so I don't have to get back to this later this is where you go to scan items and this would be if I wanted to show the use of an item that does not circulate Sadducees that being caused getting item and then scan. That's literally how quick it is for greater ready have registered and has you selected so it will be making this on a piece of paper it would be faster if you have already ALMA up it will be faster so it's really fast that he also on any of the things you use frequently in ALMA if you have never done this you have a little star that gives you the option that if you want is save the item and I use this all the time and I do that for a lot of people in circulation so I included it as a frequently used item so if I do not want to even see any of those functions I can still get to scanning items very quickly using function. Also this is what I meant when I say we're out of virtual desks in my profile is virtually under the circulation desk that's how we're going to pull that data later so that is the basics of using it for in-house scanning showing you through the collection. Now I'm going to into the analytics drop-down going to design analytics that will be where I go to create this in one report for usage and target items and you want to go to create and we're going to create an analysis that's how we're going to dart. I need to use physical items to do that so I want to pull that subject area so were going to at physical item and then it's going to open up all of these fun tools and this is the screenshot I showed you earlier and I do want to add that I can get check out and circulation data I want to add a subject area somebody use this little arrow right here and add the performance area as well. This will give me more data or data points I can pull in so now I have physical data and [Indiscernible] data together that's if you want to have a cookie-cutter and I personally have been adding data points and I use the magnifying glass and first like I mentioned before i want to at the MMS ID because that's going to pull as you can see it is physical item data and performing data and it will lead those two together so does not matter which one you select for you can double tap or pull it over and building your query so the idea want to add I will at the author this can be helpful if you not [Indiscernible] a suit up and maybe the department he wants no more specifically also think it can be helpful for those of you will probably have seen it and it's for some reason if the author is from a public institution it will sometimes be filtered even though it's not a government dock. It's technically a government dock but it's one of those if it says it's from UC Berkeley or something like that it is not part not part of the depositor collection but it will let me know what it is like and try to get that and see the differentiation I guess. So I will pull out over and I will add publication date and publisher just to be safe. So these are all of my [Indiscernible] is going to have and we will add a holding data permanent call number and again permanent call number and permanent call number type and I will add permanent call number type because the library catalogs and sue dock there's an easy way for me to go in here and that little arrow and filter down to just sue dock and we are good so we have permanent type must be a student and I want to link to the call number. Actual to put that back I wanted to be holding. And we asked about this earlier whether or not it matters I don't think it will matter and in my library I think it will matter because we do have periodicals that will not have item ID so that second holding statement and

I also want to add the call number if it's prompted so call number considered equal to where it to say it is prompted and that basically means that exists and we can get a review of what your and it exists if it's prompted and am also going to say location so we have gotten that about holdings data essentially and whether to location code so when we migrated removed all of our location information all of our locations code came over and location code and if you double - click it it moves into the end program have to do what I'm doing is just fun so location code and location code we are going to make sure -- that I do permanent call number? I don't want the permanent call number to be prompted. Going to get rid of that and going to location code and prompted. Location code exists. And also want to do location name because in my library we have sections within the library and it can be helpful for me to see where that physical item is perk

We will also be getting the information of whether or not the previously document had been used so that's helpful so the next thing I'm going to do is go to the permanent call number and this is where I will target the material I got from Ed other spreadsheet from the website if I filter equal to a specific value talking to type in all the student numbers so I will go to the magnifying glass and then I will go to the pencil and money go to the pencil it will let you edit and I can paste all the sections I want to targets of these are item numbers from the department of education let a we just got a digital collection from the department of education and I have all of this electronically or maybe we but a microphone collection something like that. Whatever your reasoning is. So we'll put this into selected area and there you go now the whole area down here I have sue dock and the call number conversation codes and is an active item and it has this call number in our collection and now in order to run the report we will go to the result and now it's running the reports was checking my catalog to see what we have and it matches that call number that we have in the collection so the exported good to this little guy right here in to export the data in Excel, export complete and this is telling me of those I think I got close to 200 of those 200 items that have been busy used we have 32 of them in my collection and it will tell you how many times those items have been checked out so not a lot. I would actually probably add [Indiscernible] in there so we just moved to ALMA almost 4 years ago and at this point if I don't have a date that means it had not circulated in the last four years but we did move over some circulation data but some things might show if it had circulated it will show but this is where we are targeting those 200 items on the previous list this is how many of them are in my collection and that can be helpful. Okay. Let me give you my final thoughts and I want to give me some time for questions. We will stop sharing. So let me give you my final thoughts. As you saw when I was creating my query practice totally makes perfect with this. Ask for help. I do this all the time and I make mistakes doing it. It's okay and is part of the process and unless you do this every day sometimes you're going to prompt the wrong record or you forgot the cycle something will happen and you will just feel it it will come back too big or too small or it will not come back with any hits at all. It's an archive and totally an archive and be kind to yourself and also want to note that local practices here really do matter so not only in the sense that what you do works for you and your collection I find it valuable to help in both collection building as well as reading so do what works best for your community but also a lot of this matters when it comes to how you set up ALMA from the get-go. Say if you're doing migration now know that the data is been to help you query it later so I know it's awful but you're going

to come out with so much more knowledge to be able to query your system later on and it's going to be worth it. Also as I mentioned before support with data where you can there's a lot of reports that are created and that help support and implement your collection because showing this is one of the biggest things you want to do and expanded use so we need to double check on your questions. What advice you have with troubleshooting? Check your field and check the little gear that's in there and I also sometimes get very weird results. I was talking to my coordinator today because I ran what I thought were two exact results are two different reports and I thought I had set the parameters the same one was giving me 32 and the other one was giving me 19 and my brain was exploding because I did not know what I had done as far as making the results be different. I thought they were the same so the advice would be get another set of eyes on it because some of the things you're looking at when looking at these things all the time sometimes you get things like I did not realize I had prompted something in a field that would make those results different so the biggest piece of advice if it's coming back what we are and you don't know get another person to take a look at it. This is what I'm trying to do because sometimes you can do the same report in a lot of different ways and the different functional areas sometimes you will have those blind spots that you're talking about so definitely get another pair of eyes on it. So you're looking at the same but you will not see that period or you not see that [Indiscernible] either so definitely take a critical eye on your initial resolve and that's absolutely very very true. How does finding out that one of these reports actually help you decide whether to obtain or discard. Such a good question. I talked to my associate Dean of collections about this and we are also undergoing a general collection project at the same time so I want my sort of I wanted that to match what she was doing for the rest of general collection and I had a very reasonable person test for it. If it circulated one time in the last 10 years we are going to keep it and that is so fair in my mind. I don't know anybody on campus who would say I have not circulated this for the last 10 years we are going to keep it but that's why to be different for each institution so if you really need space you might say we have to circulated more than once and you might say it just depends or look at the availability. If it's available everywhere and everybody has it and they can get it via the system in two days doesn't mean I have to keep that item that Ernie circulated one time in the last 10 years? It's a totally personal question so that by I think the local practices matter and it depends on your community. I would never even attempt when it's only use and that one pager there is no way I would attend that because you have to keep things that are being used in your collection but I also think you have to understand your community and how the decisions you make will impact them. How did you get the individual containers to show? Each of those parameters I set are going to live inside of those containers so the data and holdings data all the physical item data is a physical item data set when I said create analytics and asset physical item that's going to give me a list of data points that I can select and that includes the data holding state and physical items data and the other that I added the subject area for that will give me the fulfillment data so honey times it has circulated and if it's been renewed and all of that that's going to be a different data subject area that you select that's how you get those containers and I also have a good point to bring up because a lot of those containers when you're adding multiple subject areas because is going to be there is two MMS IDs one in each area fulfillment and physical area that particular one does not matter but it did matter when it came to a barcode which is a barcode in the physical item details. It probably will give you the

same information and the weird nuances and I felt more comfortable selecting the physical item because I that's in the record rather than adding that so who knows if I changed a barcode because it came off or something at some point and maybe the last one would not of been the best way to go. Looking at those individual containers can help you make sure your query is right. Totally, ask somebody. It is crazy how much this is an art. It's totally an art. Not a science. What other questions do you guys have? Anybody want to talk about migration? It will absolutely get better. Always remember the benefits of moving to a new system. You're getting better analytics you're getting more functionality and I am not using hashtags -- #'s anymore to use show the use of my collection. We have to generate a query I think somebody wrote it and I'm going to get this wrong sorry but it was a program that they created essentially withdrew the barcodes so we had to scan the barcodes and some of us were catalogers and he used this program electronic documents as far as physical items personally I'm not really getting a whole lot of pressure to withdraw electronic documents right now so we're not doing any weeding there but I'm imagine you just have to target a different piece of data. You would not want to use physical items. You want to use something else. You don't need to do that. You can do that within ALMA generally so if you just selected the items you could -- how could we do that? Have never done it that way. Always ended up doing it on some of the ALMA side not the analytic side but I'm sure you could . If you use the MMS ID and potentially change the code you might be able to do that but then you have to know what that will be kind of difficult to target. There has to be a data point because of the nature of ALMA and looking at the research sharing there has to be a way to do it but what I usually do will be to go into ALMA separately and you'll be able to see in the record who holds that specific item so because you're chunking it up if you're taking my advice if you chunk it up you can have too many events to check to double check and if you wanted to some of them are going to be obvious it has not circulated in 10 years does it really matter if somebody has are not in my decision-making and if it doesn't matter want to check that barcode in ALMA and see in the record who else is holding it and in the same way it will list. There you go. This is so freaking useful and shout out to whoever did that and my cataloger who works with me knows that individual who made this the used to work together so it's a small community. We did only in the periodical element we did have to read some periodicals that were not initially catalog we just had holding statements for them and their really was not a way for me to target it. The good news is it is not catalog you don't have to [Indiscernible] you just have to make that the whole of the run was taken was a drawn and take out the holding statement that's just one record rather than multiple. If you are putting in holding statement anywhere in some other means to show you that you have this item that will be the biggest way to do it. You don't really need to use reporting unless you have holding statements if that will help.

I'm going to come in real quick and let everybody know we have about five more minutes for questions but I think Megan left her email on the last slide some sure if you think of something later we will get to it and you can ask her to question directly.

Thank you. I also David I agree that combining support is totally powerful and I agree with you. Sometimes you will not be able to get everything you need into that report like you absolutely can when you combine the two in Excel. Thank you. It is basically a small program that he

created that automatically when you scan a barcode it adds it to a note pad list and then that notepad you can download as a file to send your cataloger to run it through ALMA as a way to withdraw items faster but a note on that. We coordinated all of our readings instead of having each of us do it we coordinated all of our readings for the catalog to make sure we were running it correctly so we use this to create the set so that they I went through this part and I scanned all of this part in a generated on this notepad and I send that file and he would be the one to actually withdraw them. Because of the nature of how ALMA works. All right. Anybody else have any more questions? I hope I answered your question about the individual container and if not I can go back and show you what I meant. And if not I can send you data sets to. The individual containers. Sure, I can. So when you go back to criteria when you are in the criteria section these are the containers I'm assuming you mean. These are different groups of data coming from these all the data sets underneath which show that container so you know you're getting it from the right place. It only matters if you select I usually just select I usually use the search function but if you search for something like barcode remember I have both subject areas selected so I can show you the subject area. I have both fulfillment and physical items that meet somewhere to get a lot of stuff that might have some overlap in the data and physical item data and how does it differ will depend on what the little container said so when I go in search again and to at the subject area you will do this little arrow and it will give you add and remove subject area and there's a lot of data you can pull in here and actually curious if there's anything about that. I do not see anything about other maybe I wonder if you could potentially see if there is a way to see if another library has it but that's something I want to ask my ALMA wizards when I get back in the person who asked about that at another institution please email me so remember to follow up on that because that would be helpful for me but this is how we add those different data sets together to get the different containers and if you are doing something like barcode if you hover it will tell you what bucket that's in so fulfillment loan detail and physical item details and physical items physical item detail so I would probably select physical item detail because I know that coming from the record I just really want to select the one that said loan detail because if I change the barcode in any given moment it might not give me all the check out and it might limit the amount of information I get back and I would probably select physical item detail or physical items I don't think it will matter because it's pulling from the physical item detail of that record that lie down here other barcode it shows up under physical item veto because that was the one I selected. I hope that answers your question. Does that answer all of your guys's questions? Let me see here. That's exactly what we do as well. Usually in the cataloging site in ALMA not in analytics it tells you where to share this but yes, you're right. Not all [Indiscernible] it just depends on how you set it up. You would think you could. You would think you could. I have not tried that but again I would advise you I know this is not helping with the expediting thing but creating smaller sets is in your best interest in keeping things sane in your mind and also think about the requirements for the list of authors. You don't want massive list of authors so checking them against what they show in ALMA not analytics but just ALMA or in the network zone setting that it should not be too onerous. But that's a really good point. All right, guys. We are out of time.

Thank you for the excellent program. I think everybody learned a lot from it. Thank you everyone for participating in our conference and this concludes today's events. We look

forward to seeing you again tomorrow. Have a great evening and again, the email is there on the last slide some sure she has no problem answering further questions as they come up. Thank you guys.

[Event concluded]

[Event Concluded]