

Create List for Collection Maintenance

or...

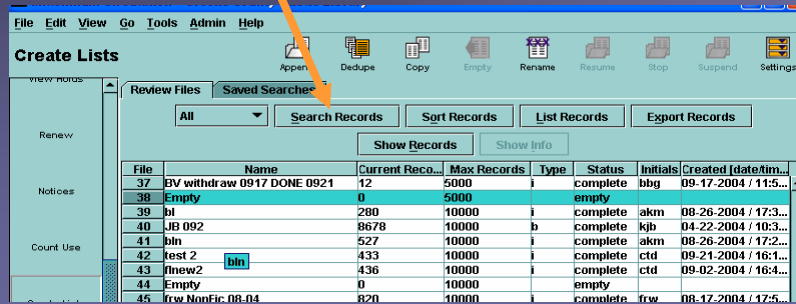
What do we have
And
What has it been up to?

Things to Remember

- Item records added before migration all have the same creation date.
- Call number problems can spell trouble:
 - Inconsistent genre tags for fiction.
 - Inconsistent prefixes for DDC nonfiction.
 - Call numbers in the either the item or bib records. They might be the same. Or not.

Getting Started

- Select an Empty file
- Click Search Records



Name Your File

- Store Record Type = **Item**.
- Range defaults to Item record numbers.
- Nonfiction call numbers may require a change of range.

Review File Name: CV 500-520

Store Record Type: ITEM i

Range Start: 10000008 Stop: i1724092x

Where Are Your Items?

- Use Location Codes first to limit the list to items at your branch.
- Use the call number Index or data from the call number field to further limit your search.
- Group multiple like fields using OR, but don't forget the parenthesis.

Fiction by Call Number

- Fiction call numbers may not be consistent.
- Use the Bib record AUTHOR field instead.

The screenshot shows a 'Boolean Search' window with the following fields and values:

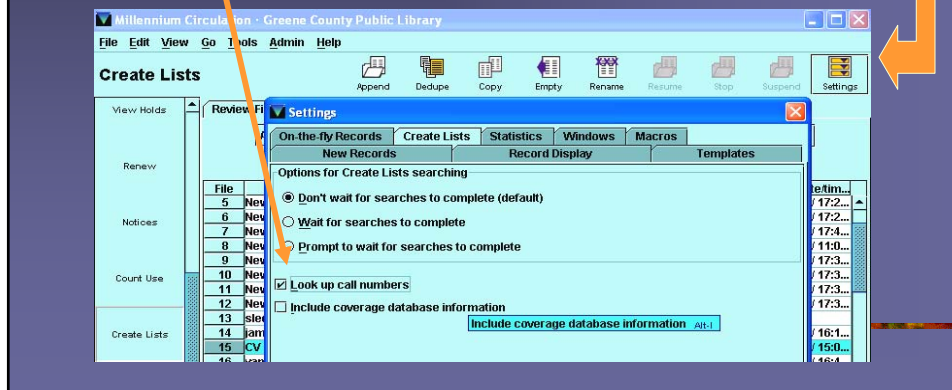
- Review File Name: CV Fiction
- Store Record Type: ITEM i
- Range: (dropdown)
- Start: i10000008
- Stop: i17242708

Term	Operator	Type	Field	Condition	Value A	Value B
1	(ITEM	LOCATION	equal to	capfi	
2	OR	ITEM	LOCATION	equal to	clpfi)
3	AND	BIBLIOGRAPHIC AUTHOR		between	a	fz

An orange arrow points to the third row of the search criteria table.

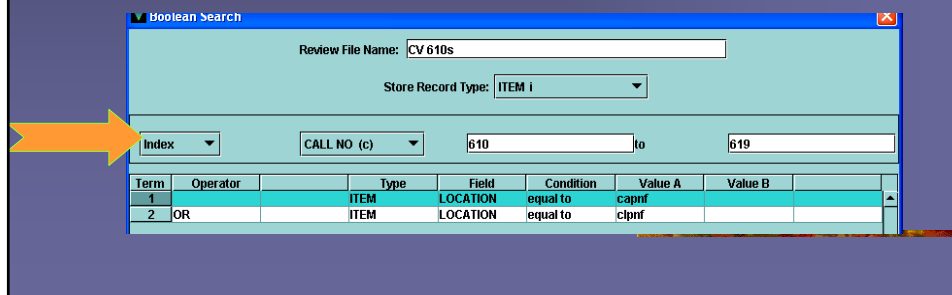
Nonfiction by Call Number

- Adjust your settings to allow your list to manage bib and item call numbers later.



Change Item Range to Call Number Index

- Searches are faster and often more complete if the Call Number Index is searched instead of the call number from the bib or item record.



Limiting by Item Date

- Use the item created date to limit your search to newer items, older items, or items added within a date range.

Boolean Search

Review File Name: CV Fiction

Store Record Type: ITEM i

Range Start: 10000008 Stop: 17243300

Term	Operator	Type	Field	Condition	Value A	Value B
1		ITEM	LOCATION	equal to	capfi	
2	AND	ITEM	LOCATION	equal to	clpfi	
3	AND	BIBLIOGRAPHIC AUTHOR		between	la	fz
4	AND	ITEM	CREATED	less than or e...	12-21-2003	-

Limit by Publication Date

- Use the 008 field Date One rather than the 260|c to get a more consistently useful pub date and more complete results

Review File Name: CV 610s

Store Record Type: ITEM i

Index CALL NO (c) 610 to 619

Term	Operator	Type	Field	Condition	Value A	Value B
1		ITEM	LOCATION	equal to	capnf	
2	OR	ITEM	LOCATION	equal to	clpnf	
3	AND	BIBLIOGRAPHIC AUTHOR	Date One	less than or e...	1999	

Circulation Limits

- Several ways to determine both how much and how recently an item has been used:
 - Total Checkout
 - Total Renew
 - Last Out Date
 - Last Check In

Your Mileage May Vary

Boolean Search

Review File Name: CV Fiction

Store Record Type: ITEM i

Range Start: i10000008 Stop: i17243543

Term	Operator	Type	Field	Condition	Value A	Value B
1	(ITEM	LOCATION	equal to	capfi	
2	OR	ITEM	LOCATION	equal to	clpfi)
3	AND	BIBLIOGRAPHIC	AUTHOR	between	a	fz
4	AND	ITEM	CREATED	less than or e...	12-31-2003	- -
5	AND	ITEM	TOT CHKOUT	less than	6	
6	AND	ITEM	LCHKIN	less than or e...	09-20-2003	- -

Is It Really Here?

- If you want to deal with the collection supposedly on the shelf now, limit by status and patron #.

Boolean Search window showing search criteria for 'CV Fiction'. The search is limited by status and patron #.

Term	Operator	Type	Field	Condition	Value A	Value B
1	(ITEM	LOCATION	equal to	capfi	
2	OR	ITEM	LOCATION	equal to	clpfi)
3	AND	BIBLIOGRAPH...	AUTHOR	between	a	fz
4	AND	ITEM	CREATED	less than or e...	12-31-2003	-
5	AND	ITEM	TOT CHKOUT	less than	6	
6	AND	ITEM	LCHKIN	less than or e...	09-20-2003	-
7	AND	ITEM	STATUS	equal to	-	
8	AND	ITEM	PATRON#	equal to	0	

Revising Your Search

- If it didn't work, figure out why and try it again. Overwrite, don't re-type.

Warning dialog box: Warning. You are about to over-write the contents of this review file. Would you like to continue?

File	Name	Current Reco...	Max Records	Type	Status	Initials	Created (date/tim...
10	New Local history and genealogy	124	5000	b	complete	cta	09-07-2004 / 17:3...
11	New Audiobooks	17	5000	b	complete	ctd	09-07-2004 / 17:3...
12	New Videos and DVDs	4	5000	b	complete	ctd	09-07-2004 / 17:3...
13	slec						
14	Jamestown						
15	CV Fiction						
16	lyaple						
17	YS 332.4-339.9999						
18	Y in transit						
19	iltest						
20	y 620.649.9999 0 circ, not net						
21	ys change to cadri 0917						
22	ys lowcirc jo 09 04	268	5000	i	complete	ypj	09-14-2004 / 12:4...
23	x remove new status 9-20-04	96	5000	i	complete	xcj	09-20-2004 / 12:5...

Use an Existing Search

Boolean Search

Review File Name: CV Fictio

Store Record Type: BIBLIOGRAPHIC b

Range Start: b10000000 Stop: b12007997

Term	Operator	Type	Field	Condition	Value A	Value B
1						

Group
Ungroup
Insert Line
Append Line
Delete
Clear All

Search Use Existing Search Retrieve Saved Query Save Save As Close

Select Your Search and Try Again

Existing Boolean Searches

Store Record Type: ITEM i

Index CALL NO (c) 610 to 619

Term	Operator	Type	Field	Condition	Value A	Value B
1		ITEM	LOCATION	equal to	capnf	
2	OR	ITEM	LOCATION	equal to	clpnf)
3	AND	BIBLIOGRAPHIC	@266	less than	2000	
4	AND	ITEM	STATUS	equal to	-	
5	AND	ITEM	PATRON#	equal to	0	

ITEM LOCATION equal to "capnf" OR ITEM LOCATION equal to "clpnf" AND BIBLIOGRAPHIC less than "2000" AND ITEM STATUS equal to "-" AND ITEM PATRON# equal to "0"

File	Name	Current Records	Max Records	Type	Status	Initials	Created (date...
9	New Large Print	154	5000	b	complete	ctd	09-07-2004 / 1...
10	New Local Hist...	124	5000	b	complete	ctd	09-07-2004 / 1...
11	New Audioboo...	117	5000	b	complete	ctd	09-07-2004 / 1...
12	New Videos an...	48	5000	b	complete	ctd	09-07-2004 / 1...
14	Jamestown	41	5000	i	complete	jdh	09-16-2004 / 1...
15	CV 610s	164	5000	i	complete	ctd	09-21-2004 / 1...
16	yaple	2414	5000	i	complete	ycc	08-25-2004 / 1...
17	YS 332.4-339.9...	406	5000	i	complete	ycc	08-11-2004 / 1...
18	Y in transit	87	5000	i	complete	ycc	09-01-2004 / 1...
20	Y620-649.999...	803	5000	i	complete	ycc	09-01-2004 / 1...
21	ys change to C...	15	5000	i	complete	yen	09-17-2004 / 1...

Use Cancel

View Results and Dedupe

- Use the Dedupe button to remove duplicate records while retaining multiple copies.

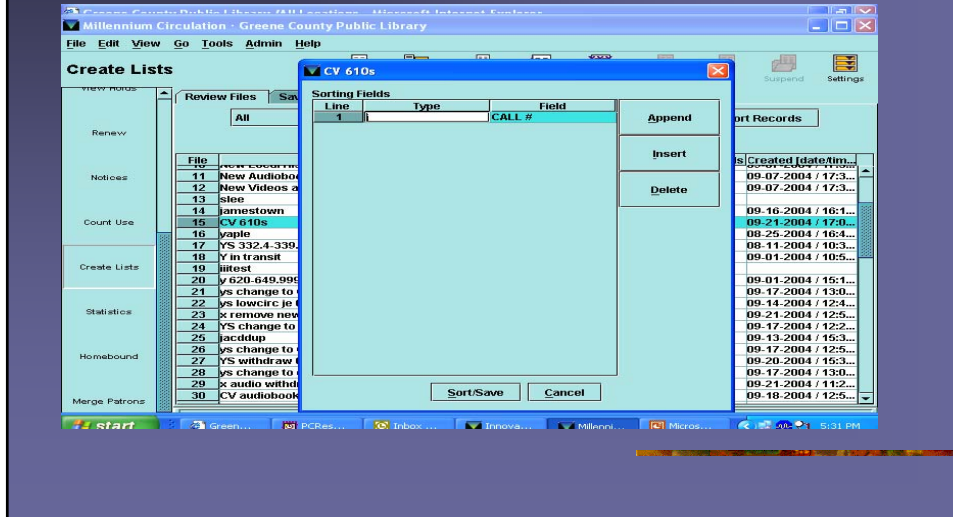
Record	Description
1	Atkins for life : the complete controlled carb program for permanent weight loss and good h...
2	Atkins for life : the complete controlled carb program for permanent weight loss and good h...
3	The ultimate weight solution : the 7 keys to weight loss freedom / Phil McGraw.
4	The Field & stream wilderness survival handbook / Len McDougall.
5	ConsumerLab.com's guide to buying vitamins & supplements : what's really in the bottle? / ...
6	Look 15 years younger / Barbara Currie.
7	Fit and fabulous after 40 : a 5-part program for turning back the clock / Denise Austin.
8	Thin within : a grace-oriented approach to lasting weight loss / Judy Wardell Halliday, Arthur...
9	Fat daddy, fit daddy : a man's guide to balancing fitness and family / Lawrence Schwartz.
10	The ultimate fit or fat : get in shape and stay in shape with America's best-loved and most ef...
11	Kathy Smith's flex appeal : look great and feel sexy at any age / Kathy Smith.
12	The doctors book of home remedies : simple, doctor-approved self-care solutions for 146 c...
13	The doctors book of home remedies : simple, doctor-approved self-care solutions for 146 c...
14	Finding the right treatment : modern and alternative medicine : a comprehensive guide to ge...
15	Finding the right treatment : modern and alternative medicine : a comprehensive guide to ge...
16	Human body.
17	Shoring from A to ZZZZ : proven cures for the night's worst nuisance / Derek S. Limman.

Sorting Records

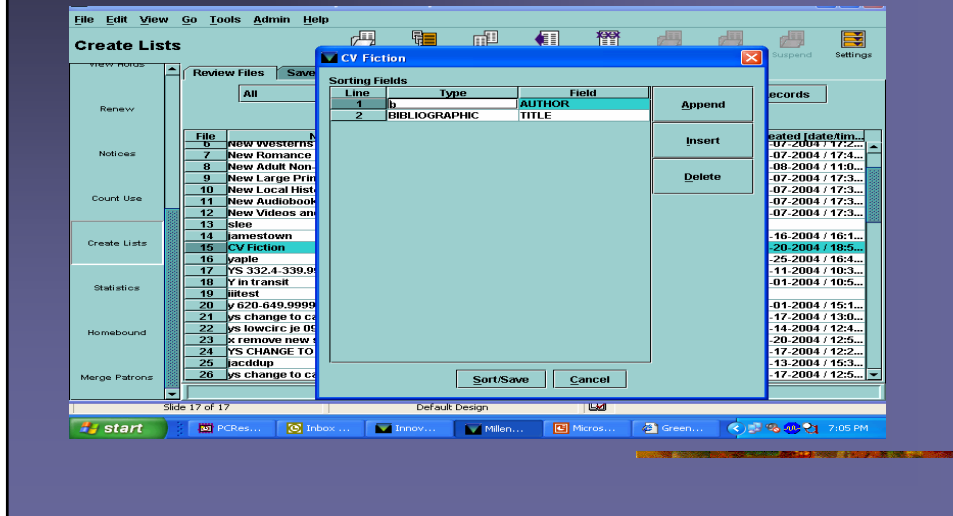
- Further refine your results and organize them in a useful way for review and exporting

File	Name	Current Reco...	Max Records	Type	Status	Initials	Created (date/tim...
11	New Audiobooks	117	5000	b	complete	ctd	09-07-2004 / 17:3...
12	New Videos and DVDs	48	5000	b	complete	ctd	09-07-2004 / 17:3...
13	Slee	3450	5000	p	complete		
14	Jamestown	41	5000	i	complete	juh	09-16-2004 / 16:1...
15	CV 610s	164	5000	i	complete	ctd	09-21-2004 / 17:0...
16	Apple	2414	5000	i	complete	ctc	08-25-2004 / 16:4...
17	YS 332.4-339.9999	406	5000	i	complete	ycc	08-11-2004 / 10:3...

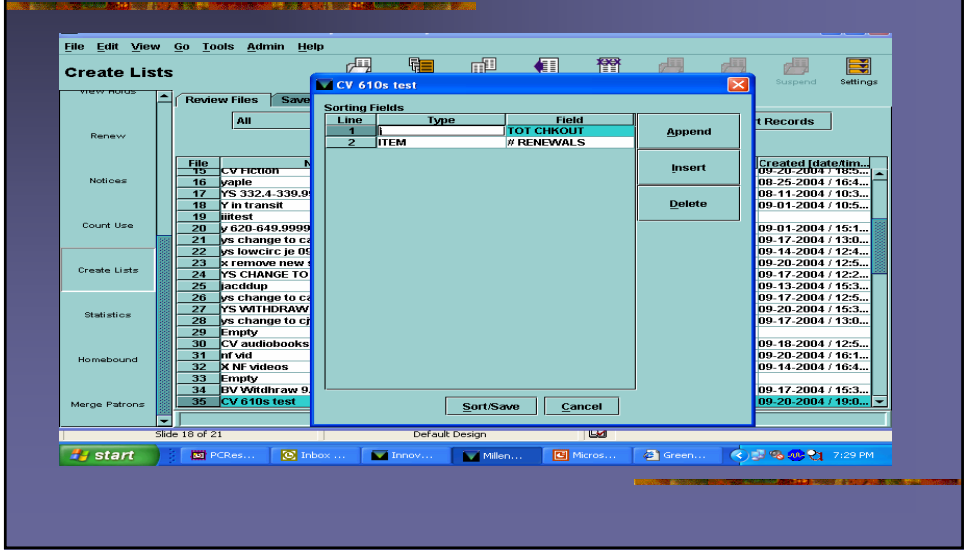
Sort Call Numbers



Sort by Multiple Fields

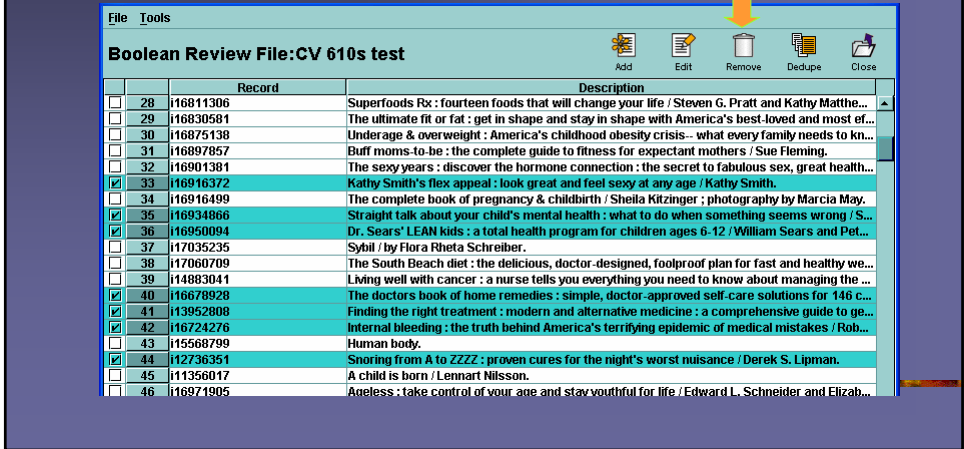


Sort for Extra Info



Update Your List

Remove items you don't wish to change.

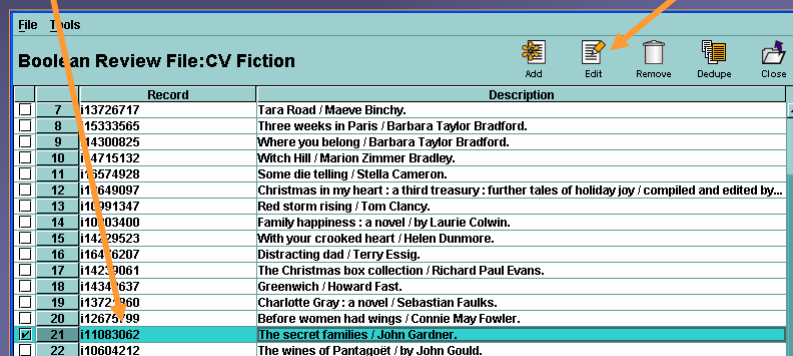


Change That List

- The Global Update function in Milcat allows your list to be changed all at once, in several ways if needed.
- Withdraw your items, change the status of your items, or change fields in your items.
- However, all items on your list must be changed in the same way.

Change That List II

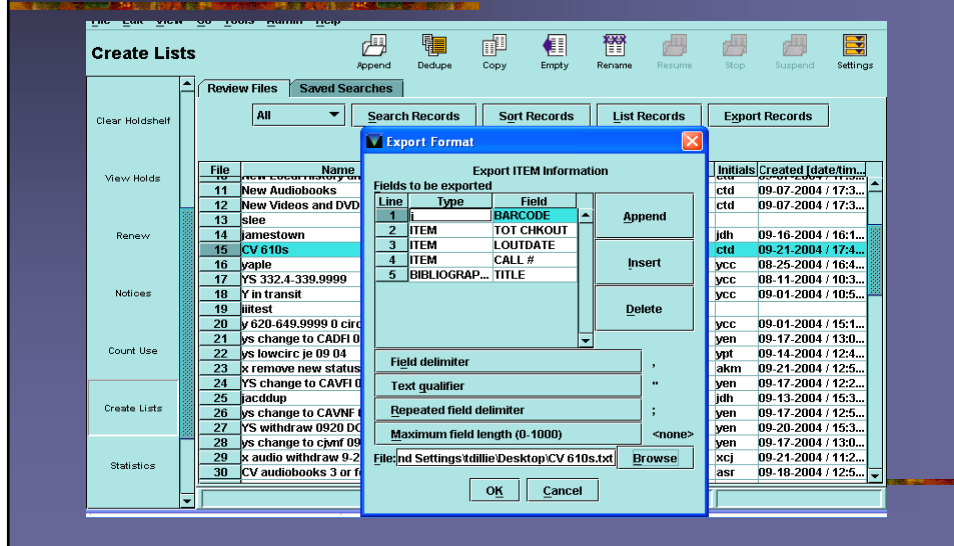
Double click on the item line or use the Edit button to edit items individually.



The screenshot shows the Milcat software interface with a toolbar and a list of records. The toolbar includes buttons for Add, Edit, Remove, Dedupe, and Close. The list of records is as follows:

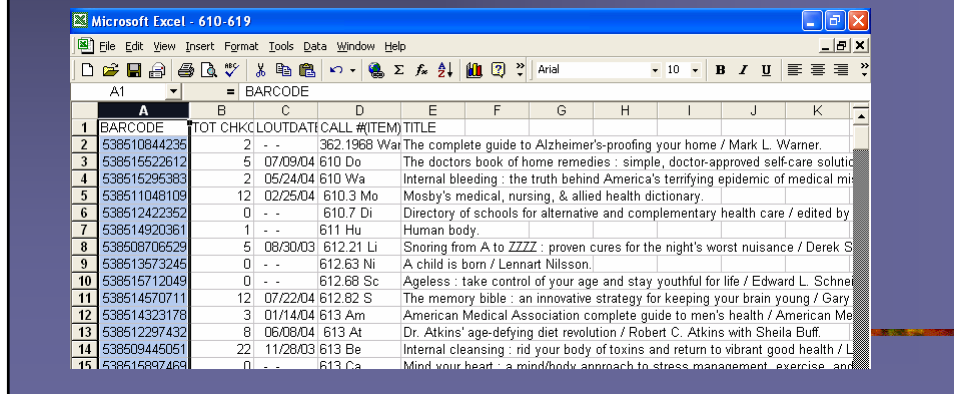
	Record	Description
<input type="checkbox"/>	7 113726717	Tara Road / Maeve Binchy.
<input type="checkbox"/>	8 15333565	Three weeks in Paris / Barbara Taylor Bradford.
<input type="checkbox"/>	9 14300825	Where you belong / Barbara Taylor Bradford.
<input type="checkbox"/>	10 4715132	Witch Hill / Marion Zimmer Bradley.
<input type="checkbox"/>	11 6574928	Some die telling / Stella Cameron.
<input type="checkbox"/>	12 11649097	Christmas in my heart : a third treasury : further tales of holiday joy / compiled and edited by...
<input type="checkbox"/>	13 110991347	Red storm rising / Tom Clancy.
<input type="checkbox"/>	14 11003400	Family happiness : a novel / by Laurie Colwin.
<input type="checkbox"/>	15 114229523	With your crooked heart / Helen Dunmore.
<input type="checkbox"/>	16 11646207	Distracting dad / Terry Essig.
<input type="checkbox"/>	17 114239061	The Christmas box collection / Richard Paul Evans.
<input type="checkbox"/>	18 11434637	Greenwich / Howard Fast.
<input type="checkbox"/>	19 11372960	Charlotte Gray : a novel / Sebastian Faulks.
<input type="checkbox"/>	20 11267599	Before women had wings / Connie May Fowler.
<input checked="" type="checkbox"/>	21 111083062	The secret families / John Gardner.
<input type="checkbox"/>	22 110604212	The wines of Pantagoet / by John Gould.

Export Your List



Open the List with Excel

- Your list will be more useful in a spreadsheet or database.



Save Searches

- Click Show Info and then print the screen.
- Or save it in Create List.

The screenshot shows a 'Boolean Search' window with the following details:

- Review File Name: CV Mysteries
- Store Record Type: ITEM 1
- Range: Start: 110000008, Stop: 117247603
- Search Criteria Table:

Term	Operator	Type	Field	Condition	Value A	Value B
1	(ITEM	LOCATION	equal to	capny	
2	OR	ITEM	LOCATION	equal to	clpny	
3	AND	ITEM	CREATED	less than	05-30-2003	-
4	AND	BIBLIOGRAPHIC	@266	less than	2000	-
5	AND	ITEM	LCHKIN	less than or e...	12-31-2003	-
6	AND	ITEM	TOT CHKOUT	less than	10	

ITEM LOCATION equal to "capny" OR ITEM LOCATION equal to "clpny" AND ITEM CREATED less than "05-30-2003" AND BIBLIOGRAPHIC less than "2000" AND ITEM LCHKIN less than or equal to "12-31-2003" AND ITEM TOT CHKOUT less than "10"

Buttons: Search, Use Existing Search, Retrieve Saved Query, Save, Save As, Close

Right-side menu: Group, Ungroup, Insert Line, Append Line, Delete, Clear All

An orange arrow points from the top of the window down to the 'Save' button.

Thanks for coming.

