G4 Clean-up & Data Removal

Accumulation of Non-essential Collections & records:

Let's discuss re-managing your cataloged collection material's. The purpose of this document is to identify records that have been identified as Lost, Missing, Weeded or have no Holdings/Copies assigned.

Also, in discussion consideration for consolidating collection items where Call Numbers and Holding Codes can be grouped through consolidation. Collections should be questioned as to whether items can be removed? You may have collections that were added by other library managers that you have inherited and has been unmanaged as you became in charge of your library.

- ✓ LRMS continues to work with library staff in an effort to eliminate bad or incomplete records found within a categorized collection or materials simply found within collections that should or could be consolidated or are simply wrong and need to be removed.

If you see that your collections have materials that fit any of these noted descriptions, LRMS staff is here for your questions and to assist you with organizing the cleaning or consolidation of records and the eliminating of materials that interfere with Patron access to valid in-house materials.

- ✓ So why worry about addressing these issues within your library or group of libraries? The quick answer is data integrity and migration. Clean-up is essential to provide an accurate accounting of collection records and when authorities are queried for the best library search results!

Have you been thinking about the New G5 Lightwave Library/Koha program "Free ILS Software"?

As announced LRMS has partnered with Lightwave Library in a collaboration to optionally offer a fully https web-based library system *"G5" Lightwave\Koha library* <u>a free program</u> that will move your library to a "World-wide" proven and well supported robust ILS program available for library management today. LightWave Library together with LRMS provides this fully integrated Cloud based program.

- ✓ LW provides the hosting, security and On-line management of the your G5 library Data.
- ✓ Together we manage all of the data integration, hardware, security and necessary Internet protocols, program internet & video support to help your library Staff.
- ✓ Patrons, Students and Teachers will benefit from the G5 robust OPAC Library Catalog. Library patrons will receive the best and safest research capabilities along with their optional individual account ownership where they have extraordinary research use options.
- ✓ Moving to G5 would require collection maintenance and about a two-week window to implement along with a review period to follow going live. During this time G4 will remain active for reference purposes.

Support: 877-700-5767 or e-mail: support@lrms.com

✓ Contact us to discuss what is involved to make a move to G5. We would be please to demonstrate G5 and its capabilities and answer all questions that you may have.

No matter what your choice; G5 or G4 it is important to look into investigating Collection record management. Please review the following information.

Review:

Here is what LRMS has seen during our review:

- ***Multiple empty and unused collections.***
- ***Collections containing records having "No Holdings" or housing years of Missing, Lost, Weeded or Damaged Marc records.***
  - Collections like this are actively contributing to the Authority Tables of Subjects, Authors and Genre. Patrons when searching by these tables can have frustrating results as the MARC records are not in a searchable collection. It is best that these records are removed and if needed reported to create a count list and value.

- **Barcode Numbers**
  - G4 allows for any barcode number to be up to 18 numbers in length. Often, we see where a sustainable barcode number pattern was introduced and then an abnormal barcode length was introduced. Often this occurs from a faulty Barcode scan or a simple input mistake, but when Auto numbering is turned on within

the G4 program that number continues to grow in increments by one each time an auto barcode number is requested. This does not pose a problem as the program can handle this.

- o ISBN Number as a Barcode number, we have seen the accidental use of an ISBN number as an item barcode number, this does cause an issue with circulation. G4 does have a setting to allow ISBN to be used, which needs to activated to a "Yes" for support of this. Otherwise, the library program will identify the scan of an ISBN number as an invalid barcode.

  ### Example:
    - 11/2/2023 7:46:00 AM,3.8.18:er=MSDASQL.1, IS-LIB-CIRC, intermediate, Keypress Scanned ISBN instead of Barcode=9781419724862 Mode:0

- o Often past library staff would pre-print randomized barcode labels or would also assign a range of barcode numbers to their book suppliers. This when controlled well does not present an issue, however staff changes do occur and the control of this practice becomes misunderstood or lost. Within G4 preassigning Vendor book barcode numbers can be managed through the Catalog Menu by using the Vendor Book Order option. Here you can assign barcode ranges to multiple vendors. G4 will take these entries and not allow the use of these numbers when manually entering collection items.

- **Library Districts having multiple libraries and duplication:**

- When multiple libraries are hosted as a consortium (single database hosting all Libraries) there usually is never a problem with barcode numbers.
    - When multiple libraries are independent of each other (hosted on their own database) the possibility of barcode replication exists. Independent libraries require review for this issue, and if the replication exist in large numbers the likelihood of re-barcoding materials is very remote, but is an option. Should duplication be the case each G5 library would be independent entities, the good news is with G5 Lightwave Library each library would be hosted on a single shared server.
- **Call Number classifications**
    - Missing Call number classifications or Incomplete Call numbers, or containing extra incorrect spacing, creates a problem when searching by Call Numbers; these errors can make organizing shelf locations a hit and miss proposition for a patron using the library OPAC catalog to locate their book of choice.
    - **Let's discuss doing a Physical Inventory**
        - **When was an inventory taken?**
        - It is important to have an accurate accounting of materials on your shelves verses what is listed within the library management program.
        - Often, we have seen collections where materials are lost or damaged and not removed or remain

within the library program and are not designated as Lost, Missing or Damaged.

- Many times, these items span library leadership making inventory unclear and the necessity to perform a Physical Inventory.

- During inventory, materials that are aged may need to be weeded and removed, the best time to accomplish this is during the inventorying of your library.

- You can print reports to help with the weeding process such as:

  - Reports Management select Circulation Holdings Analysis.
    - Select Never Circulated Items to see items that have never Circulated.

  - Reports Management select MARC Record Analysis.
    - Select Show Incomplete Records
    - Choose your collection or collection
    - Select Records Missing, choose your filter listings.

  - Reports Management select My Custom Reports.
    - Review the existing report choices or create your own Custom Report.
    LRMS support staff is available to always help. Contact us: call or email.