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COLLECTION ANALYSIS

ILS provides a collection analysis tool for weeding and resource allocation purposes. This analysis can be restricted to section of the library or the entire collection.

FILTERING CRITERIA: HOW TO FILTER THE COLLECTION

Filtering Criteria tab provides the opportunity to narrow down part of the collection to be analyzed. The collection can be filtered by primarily Dewey range.

1. Click **Catalog > Collection Analysis**.
2. Enter the applicable search criteria.
3. Click **Save**.

LIBRARY STATISTICS: SEE COLLECTION STATISTICS AND SCHOOL INFORMATION

The Library Statistic tab displays a quick snapshot of what is in the library.

1. Click **Catalog > Collection Analysis**.
2. Click the Library Statistics tab.
3. Data is available under the Collection Information category and provides information including collection size, items per student, copies per student, average age of the library materials, etc.
4. View address and contact information in the School Information category.

ANALYSIS BY DEWEY CLASSIFICATION: SEE ITEM COUNTS BASED ON DEWEY DIVISION

The Analysis by Dewey tab provides a collection count and percentage based on Dewey classification. It also provides Non-Dewey category listings from the MARC Information and provides totals for The Hundred Divisions, Non-Dewey Category Listings, and the overall totals.

COLLECTION BY DECADE: SEE ITEM COUNTS BASED BY DECADE

The Collection by Decade tab provides a count of the number of books by decade and sorts out books that do not belong in a particular decade or have no year given.



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ANALYSIS BY AGE: SEE AGE OF ITEMS BY DEWEY RANGE

The Analysis by Age tab provides an analysis of item age based on Dewey Range. It covers the following information:

1. Average Age
2. Acceptable Age
3. Items in Collection
4. Aged Items in Collection
5. Aged Percentage

AGED TITLES: WEED TITLES BASED ON ACCEPTABLE AGE

Aged titles tab lists the titles with their respective title information and the following additional circulation information.

1. Go to **Catalog > Collection Analysis**.
2. Choose viewing options:
 - 1.1. Select Dewey and use the dropdown list to select the range.
 - 1.2. Select Material Type and use the dropdown list to view by material type.
 - 1.3. Select All Aged Titles to view all items.
 - 1.4. Select Titles Marked To be Weeded to view items that have the status "To be deleted."
1. To mark items to be weeded, use the checkboxes beside the item. Click **Weed It**.
2. Click **Age Definition** to see the relative age of the copies near that item on the shelf list by Dewey Category.

INCOMPLETED TITLES: FIND AND FIX TITLES MISSING FIELDS

The Incompleted Titles tab lists titles that do not have complete catalog information. This may be due to missing information such as Call No, Publication Date, Publisher, Author, Subject Heading, or ISBN. Users can mark items as incomplete or weed the items from this window.

1. Go to **Catalog > Collection Analysis**.
2. Check the checkbox to view items based on missing information (Call No, Publication Date, etc.).
 - 1.1. Check Exclude Reviewed to hide items that have been reviewed and saved but are still incomplete.
3. Check the checkbox for the item(s).
4. Click **Mark Incomplete** to mark the item as incomplete for later cataloging.
5. Click **Weed It** to weed the item.

COLLECTION COMPARISON: PREVIEW COMMON TITLES IN MULTIPLE LIBRARIES

The Collection Comparison tab lists all records found in at library 1 and library 2. The top grid shows items found in both libraries, the middle grid shows the items in library 1, and the bottom grid shows the items in library 2.

1. Go to **Catalog > Collection Analysis**.
2. Select Library 1 and Library 2 using the dropdown menus.
3. Select what criteria the search will be based on: ISBN, Title, or ISBN and the first 5 letters of the title.
4. Click **Comparison**.