

NOTES FROM KATHY GRAVES

Library F.U.G. Tips #3

If you discovered that, when you read the monthly report the last column suggested you print out, your collection report has numbers above zero next to a line entitled "OTH", then you will want to fix that.

The first question might be how your collection came to have an "other" category. This happens when you enter a record and then create a call number for it, perhaps with a prefix for something special in your collection, or perhaps a typo. I've seen prefixes in some databases to indicate "Core Reading title" (CR), paperback (PB), professional (PROF), or FIX instead of FIC for fiction etc. If you did not tell your program to recognize these as new call number prefixes, then those call numbers will be lumped into the category called "OTH". Here is how to fix the problem.

1. From the Follett MAIN MENU, choose REPORTS
2. Select the tab at the top of the page entitled CATALOGING REPORTS
3. Scroll down a little bit on the left side of the page to find a report called COPIES WITH OTHER CALL NUMS
4. To the right side of the screen you will see two boxes - "Starting at" and "Ending at":
 - a. click on the STARTING AT button - your program will highlight the first title in your collection - click SELECT
 - b. next, click on the ENDING AT button, type in "zzzzzzzz" and click on FIND. That should take you to the very last title in your collection. Click SELECT
5. At the bottom of the screen select PRINT

Once you have printed out this report you will see a list of all the titles that your system does not recognize as recognizable except as OTHER. To fix this you will need to tell your system how to separate them. Here's how:

1. From the Follett MAIN MENU, select SYSTEM SETUP
2. From the menu bar across the top, choose SETUP and then CATALOGUING
3. Choose the tab at the top of the page entitled CALL NUM PREFIXES. This will present you with a list of the current call number prefixes you, or your predecessor entered into the system. Referring to your report that lists the call numbers with "OTH" prefixes, you can add the ones to your system from your printed list to that aren't already there.

After finishing entering the new prefixes, you might want to repeat the running of this report to see if you missed anything. If you still have OTH prefixes showing up you may need to go into the copy record of each of the remaining ones to correct what are probably typos (FIX for FIC, or if you use F and FIC for fiction, you'll need to enter both

prefixes, etc.). Revisit this report a couple of times a year to see what you might still need to clean up. Have fun - this is a really quick and easy way to fix what might, at first, look like a huge job. And while you're at it, take a look at some of those other reports available to you in Follett - you may find that you have copies in your collection for which there are no call numbers in the record, or duplicate copies of a title with each copy having a different call number, or you may even find that your database has MARC records with no copies attached. These are wonderful reports to learn about and use, and they will make the management and clean-up of your database very easy.