

TLC Reports Module

Instructions are general, configurations may differ, for additional support contact Library Resources 742-6091



Introduction: Shelf location generally is the call number; titles with non standard call numbers can be misleading for students/staff to locate material in the library. TLC mandates call number placement, inconsistency's can skew report types; shelf list, inventory and statistical.

Report: Call Number Clean Up by Location, Holdings Code(s) and Call Number(s). Located in folder; ASD Core. The finished report displays the call number boxes; Prefix Class and Cutter; just like in LS2 circ, the display is nice to see the call number in the box as it was entered.

Helpful hint: Have the Call Number placement help file in front of you to review TLC's recommended Call placement.

Link to LR help file: http://www.asdk12.org/depts/library_resources/help/callnumber_placement.asp

Some locations have very large collections, only select a portion of the call numbers displayed; otherwise the spinning cube will spin a very long time. Suggest selecting in groups of 10 or less at a time.

PC users

Shift + click will select congruent call numbers

Ctrl + click will select random call numbers

Mac users

Shift + click 1st number then click last number – all numbers between are selected, congruent

Command + click will select random call numbers

1 Example of report selections that show no call number discrepancies before the report is run

Select Location: South

Select Owning Holdings Code(s):

- ALASKANA (SOAK) (169)
- AUDIO BOOK (SOAUD8) (19)
- BATTLE OF THE BOOKS (SOBK)
- EBOOKS (SOEBK) (73)
- EQUIPMENT (SOEQ) (1)
- FICTION (SOFC) (1496)
- GRAPHIC NOVEL (SOGRNV) (1)
- NONFICTION (SOHF) (18)
- SOUND RECORDING (SOGR) (1)
- SPECIAL COLLECTION (SOSPL)

Click to populate Call Number(s)

Select all Deselect all

Only Holdings Codes with Non-Standard Call Numbers are listed. Number displaying after Holdings Code denotes Number of Items with Non-Standard Call Numbers.

NOTE: While it may be correct for some items to have Non-Standard Call Numbers, this report can be useful in finding Call Numbers that may have been entered incorrectly or entered in the incorrect subfield, that were missed being entered, or that may have been put into the incorrect Holdings Code.

Select Call Number(s)

Call Numbers are sorted alphabetically. If Call Number is out-of-order or displays more than once, it may have an extra space or different character in the Local Holdings Field.

Field:

- E A
- E B
- E C
- E D
- E E
- E H
- E J
- E K
- E L
- E M
- E N

Select all Deselect all

1 Example of report selections that show potential call number discrepancies before the report is run

Call Number Clean Up by Location, Holdings Code(s), and Call Number(s)

Select Location: Abbott Loop

Select Owning Holdings Code(s):

- BIOGRAPHY (ALB3) (1)
- DISPLAY (ALDISP) (5)
- EQUIPMENT (ALE3) (120)
- EVERYBODY (ALE5) (285)
- FICTION (ALFC) (3085)
- FIRST FACTS (ALFACT) (6)
- InterLibrary Loan (ALBL) (1)
- LITERACY SET (ALLSET) (19)
- NONFICTION (ALNF) (12)
- OVER SIZED (ALOVSD) (34)
- PAPERBACKS (ALPBK) (1816)

Click to populate Call Number(s)

Select all Deselect all

Only Holdings Codes with Non-Standard Call Numbers are listed. Number displaying after Holdings Code denotes Number of Items with Non-Standard Call Numbers.

NOTE: While it may be correct for some items to have Non-Standard Call Numbers, this report can be useful in finding Call Numbers that may have been entered incorrectly or entered in the incorrect subfield, that were missed being entered, or that may have been put into the incorrect Holdings Code.

Select Call Number(s)

Call Numbers are sorted alphabetically. If Call Number is out-of-order or displays more than once, it may have an extra space or different character in the Local Holdings Field.

Field:

- 394.2 S
- 394.2 W
- 394.3 S
- 394.3 W
- E A
- E B
- E C
- E D
- E E
- E F
- E G

Select all Deselect all

Cancel < Back Next > Finish

Finished report display



Call Number Clean Up by Location, Holdings Code(s), and Call Number(s) Abbott Loop

Call Number	Holdings Code	Prefix	Class	Cutter	Title	Barcode
394.2 S	ALEB		394.2	S	Nate the Great and the Halloween hunt	31100300017226
394.2 S	ALEB		394.2	S	Nate the Great and the Halloween hunt	31100300003911
394.2 S	ALEB		394.2	S	Nate the Great and the Halloween hunt	31100300010692
394.2 W	ALEB		394.2	W	Olive, the other reindeer	31100300019370
530.8 S	ALEB		530.8	S	Millions to measure	31100300020543
92 FAVRE	ALEB		92	FAVRE	Brett Favre : the all-time leader	31100000286378

Helpful hint: A large collection, view finished report in csv format –

rt Viewer - Call Number Clean Up by Location, Holdings Code(s), and Call Number(s)

Call Number	Holdings Code	Prefix	Class	Cutter	Title	Barcode
394.2 S	ALEB		394.2	S	Nate the Great and the Halloween hunt	31100300017226

Helpful hint: Save as an Excel Workbook to sort/edit data.

Scroll to top of list to save as Excel workbook

Call Number	Holdings Code	Prefix	Class	Cutter	Title	Barcode
394.2 S	ALEB		394.2	S	Nate the Great and the Halloween hunt	31100300017226
394.2 S	ALEB		394.2	S	Nate the Great and the Halloween hunt	31100300003911
394.2 S	ALEB		394.2	S	Nate the Great and the Halloween hunt	31100300010692
394.2 W	ALEB		394.2	W	Olive, the other reindeer	31100300019370
530.8 S	ALEB		530.8	S	Millions to measure	31100300020543
92 FAVRE	ALEB		92	FAVRE	Brett Favre : the all-time leader	31100000286378