

# Curtis Laws Wilson Library



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Shelly McDavid, M.Ed., MLS

Access Services and Learning  
Commons Librarian

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Curtis Laws Wilson Library  
Missouri University of Science and  
Technology



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# Piloting a New Organization of Course Reserves

**For the summer 2016 semester, we are piloting a new organization in our course reserves; LC call number order. Previously, this collection was divided into courses, with a series of crosswalks in place for items on reserve for 2 or more courses. It took a carefully planned clean-up project to see this through to implementation. This clean up took place through a series of created lists out of Sierra that enabled us to strategically clean up our reserves courses, items in reserves locations, and all bib and item records associated with reserves, including supplemental course materials and instructor's copies. This presentation will go step by step through this process as well as addressing what's next for our electronic reserves.**

# History

For 10 plus years, we hadn't cleaned up anything from our course reserves, including:

- Course Records
- Bib and Item Records
- Instructor Copies
- No clear instructions created on completing course reserves from start to finish



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# Reasons to change

- > Unable to inventory items in rwxii
  - We didn't know what had been on for years versus what just went on
  - We needed to know what we had in these collections
    - > What existed
    - > What was older and needed returned to instructors
    - > What was still needed
- > We had not communicated with professors that they had materials on course reserve for their courses, many students had no clue we offered these resources.
- > Take down and put up was unnecessarily confusing and time consuming
  - Attempts were made at an electronic reserves crosswalk, but we ended up with multiple records in Sierra with barcodes attached, but not barcodes to be found
- > Other libraries had LC Order, so why not test it out for ours!
- > Many item and bib records with no physical item to be found

## The project begins

- > May 2016 – Spring semester is over
- > All items on course reserve are taken off immediately after classes end
- > Sifting through the spreadsheets came next:

*See file: all items in rwxii 20160518*

*Timing was everything!*

# Course Clean-up List

Sierra → Create Lists →

Boolean Search

Review File Name: rw as srm 20160522 reserves courses

Store Record Type: COURSE r

Range: Start: r10000008 Stop: r10279209

Classic  Enhanced  JSON

Term	Operator	Type	Field	Condition	Value A	Value B
1		COURSE	LOCATION	starts with	r	

COURSE LOCATION starts with ""

Group  
Ungroup  
Insert Line  
Append Line  
Delete  
Clear All

Search Use Existing Search Retrieve Saved Query Save Save As Close

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# Course Clean-up List Export

Sierra → Create Lists → List Data Export

rw as srm 20160522 reserves courses

Export COURSE Information

Fields to be exported

Line	Type	Field
1	r	COURSE
2	COURSE	COUR NOTE
3	COURSE	PROF/TA
4	COURSE	BEGIN DATE
5	COURSE	END DATE

Append

Insert

Delete

Field delimiter: ,

Text qualifier: "

Repeated field delimiter: ;

Maximum field length (0-1000): <none>

File:  Browse

OK Apply Saved Export Save This Export Close

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# Course Clean-up Completed!

At this point in time, I could see many courses needed work:

\*note multiple courses on one record

COURSE	PROF/TA	COUR NOTE
AEROSPACE ENGINEERING 2360 (MST);"MECHANICAL ENGINEERING 2360 (MST)";"MECHANICAL ENGINEERING 2350 (MST)";"AE 2360 (MST)";"ME 2360 (MST)";"ME 2350 (MST)"	MACSITHIGH, GEAROID (MST);"KUMAR, NISHANT (MST)";"HUTCHESON, RYAN (MST)"	2 HOUR USE ONLY
AEROSPACE ENGINEERING 2861 (MST);"AE 2861 (MST)"	RIGGINS, DAVID (MST)	2 HOUR USE ONLY
AEROSPACE ENGINEERING 3171 (MST);"AE 3171 (MST)"	HOSDER, SERHAT (MST)	2 HOUR USE ONLY
AEROSPACE ENGINEERING 4781 (MST);"AE 4781 (MST)"	EVERSMAN, WALTER (MST)	2 HOUR USE ONLY
AEROSPACE ENGINEERING 5236 (MST);"MECHANICAL ENGINEERING 5236 (MST)";"AE 5236 (MST)";"ME 5236 (MST)"	DHARANI, LOKESWARAPPA (MST)	2 HOUR CHECKOUT
AEROSPACE ENGINEERING 5282 (MST);"MECHANICAL ENGINEERING 5282 (MST)";"AE 5282 (MST)"	CHANDRASHEKHARA, K (MST)	ME 5282 (MST);"2 HOUR CHECKOUT

# Reserves Inventory List: rwxii

I created a list of all items that lived in the location rwxii

CALL #	BAR	TITLE
B72 .J652	50000072398	A history of Western philosophy / [by] W. T. Jones.
BF76.7 .P83 2010	050-106835331	Publication manual of the American Psychological Association.
BJ1012 .F56 2016	050-108152070	A crisis of belief, ethics, and faith / Jonathan Finch.
BL80.2 .S645 2009	050-108076698	The world's religions / Huston Smith.
BL860 .A273 2011	050-108160882	Myths of the pagan north : the gods of the Norsemen / Christopher Abram.
BL900 .A43 2015	050-108160917	Celtic myths : a guide to the ancient gods and legends / Miranda Aldhouse-Green.

I then inventoried all items in the reserves collections, as well as any items that might have migrated to the stacks that still lived under the rwxii reserves location.

# Reserves inventory

**Inventoring rwxii became a task my circulation reserves staff could easily complete!**

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

- Review File Name: rw as srm 20161003 rwxii
- Store Record Type: ITEM i
- Range: (dropdown arrow)
- Start: i10000008
- Stop: i240721986
- Format options:  Classic,  Enhanced,  JSON
- Search criteria table:

Term	Operator	Type	Field	Condition	Value A	Value B
1		ITEM	LOC	equal to	rwxii	

Below the table, the search criteria are displayed as 'ITEM LOC equal to "rwxii"'. To the right of this display is a vertical toolbar with buttons: Group, Ungroup, Insert Line, Append Line, Delete, and Clear All.

At the bottom of the window are buttons for: Search, Use Existing Search, Retrieve Saved Query, Save, Save As, and Close.

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# Course Abbreviations at an Engineering School

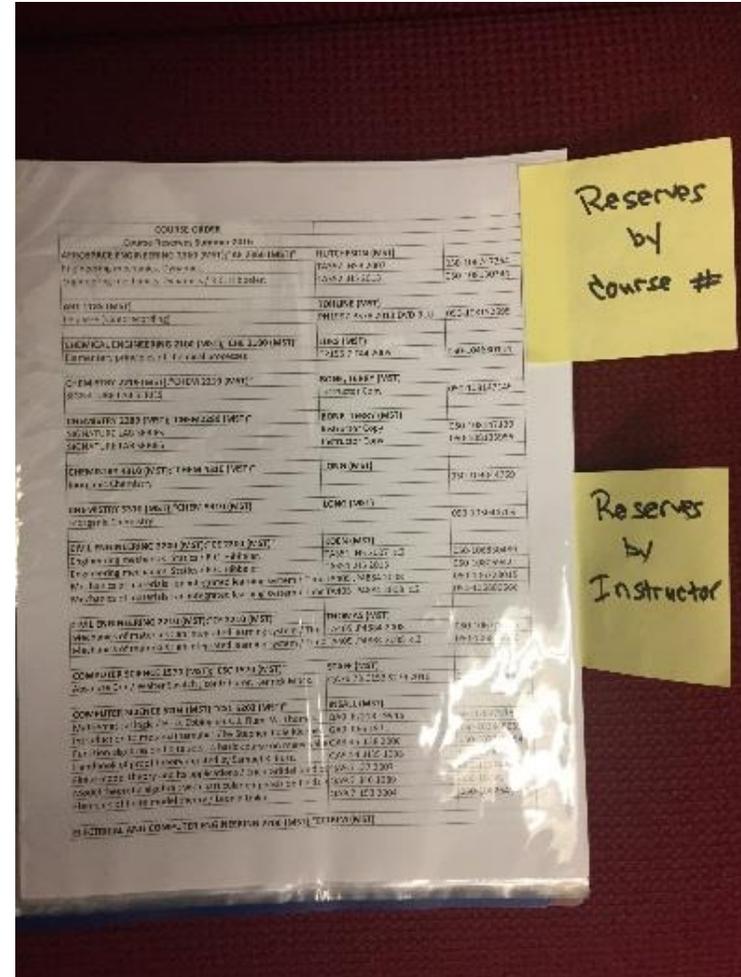
Historically when patron's asked for books on reserve, we would ask, "What discipline is it for? What is the course number?"

<b>AE</b> – Aerospace Engineering	<b>HIST</b> – History
<b>ARCH E</b> – Architectural Engineering	<b>IDE</b> – Interdisciplinary Engineering
<b>ART</b> – Art	<b>IST</b> – Information Science and Technology
<b>BUS</b> - Business	<b>MATH</b> - Mathematics
<b>BIO SCI</b> – Biological Sciences	<b>ME</b> – Mechanical Engineering
<b>CER</b> – Ceramic Engineering	<b>MET</b> – Metallurgical Engineering
<b>CHE</b> – Chemical Engineering	<b>MIN</b> – Mining
<b>CHEM</b> – Chemistry	<b>MIS</b> – Management and Information Systems
<b>CE</b> – Civil Engineering	<b>MKT</b> - Marketing
<b>CSC</b> – Computer Science	<b>MSE</b> – Material Science and Engineering
<b>ECON</b> – Economics	<b>MUS</b> – Music
<b>ECE</b> – Electrical and Computer Engineering	<b>NE</b> – Nuclear Engineering
<b>ED</b> – Education	<b>PETR</b> – Petroleum Engineering
<b>EMGT</b> – Engineering Management	<b>PHIL</b> – Philosophy
<b>EME</b> – Engineering Mechanics	<b>PHYS</b> – Physics
<b>ENGL</b> – English	<b>POLI SCI</b> – Political Science
<b>ENV ENG</b> – Environmental Engineering	<b>PSYCH</b> – Psychology
<b>ERP</b> – Enterprise Resource Planning	<b>RUS</b> – Russian
<b>FRENCH</b> – French	<b>SPANISH</b> – Spanish
<b>GEE</b> – Geological Engineering	<b>SPEECH</b> – Speech
<b>GEOL</b> – Geology	<b>STAT</b> – Statistics
<b>GEOPH</b> – Geophysics	<b>TCH COM</b> – Technical Communications
<b>GER</b> – German	

Reserves were previously in course abbreviation order, as well as numerical order by the course number in the reserves section.

# Piloting a New Organization – Summer 2016 Session

- > Library of Congress order
- > Course Folders
  - Instructor order
  - Course number order
- > Sierra create list for courses dilemma



# Shifting Gears

Before I tell you whether we liked the LC Order or not???

*Let's talk about the S&T Library process for determining and placing items on for the semester reserves!*

# What goes on Reserve?

- > Bookstore list from bookstore
  - Library owned materials
- > Instructor copies
- > DVD's
- > Supplemental course materials
  - Electronic
  - Physical items
- > Reference Reserves
- > Salary Surveys



# Bookstore List

3 lists received from the bookstore on campus of all course materials

- 2 weeks before the start of the semester
- 1 week before the start of the semester
- 1 list right at the start of the semester

Each list is ran through a created spreadsheet with conditional formatting:

	A	B	C	D	E	F	G	H	I	J	K
1		1 - We Have	2 - Already on Reserve	3 - Recalled	4 - Complete	5 - Online	Out of Date			10 - Pulled/recalled received	15 - Stopped
2		LIST OF BOOKS FOR LIBRARY	TITLE		ISBN	PUB	BD	ED	CP	DEPT.COURSE.SECTIONS	Instructor
3		AUTHOR				NAME					
4	1	AAKER	DRAGON FLY EFFECT	HF 5415.1265 A25 2010 (on search)	9780470614150	JOHN WILEY & SON	HB		10	MKT.5320.LEC 1D14	Stanley,Sarah Margaret
5	1	AAKER	DRAGON FLY EFFECT	HF 5415.1265 A25 2010 (on search)	9780470614150	JOHN WILEY & SON	HB		10	MKT.5320.LEC 1A4	Stanley,Sarah Margaret

# Bookstore List and Conditional Formatted Spreadsheet

This spreadsheet enables us to review the catalog, type a single number in column A and the rows turns the color of the number labeled across the top.

A	B	C	D	E	F	G	H	I	J	K
1 - We Have		2 - Already on Reserve	3 - Recalled	4 - Complete	5 - Online	6 Out of Date			10 - Pulled/recalled received	s - stopped

The bookstore list is by far not an exhaustive list, inevitably there are always items that are not on this list – hence we play the recall game, for this purpose only.

# Sierra Reserves Module

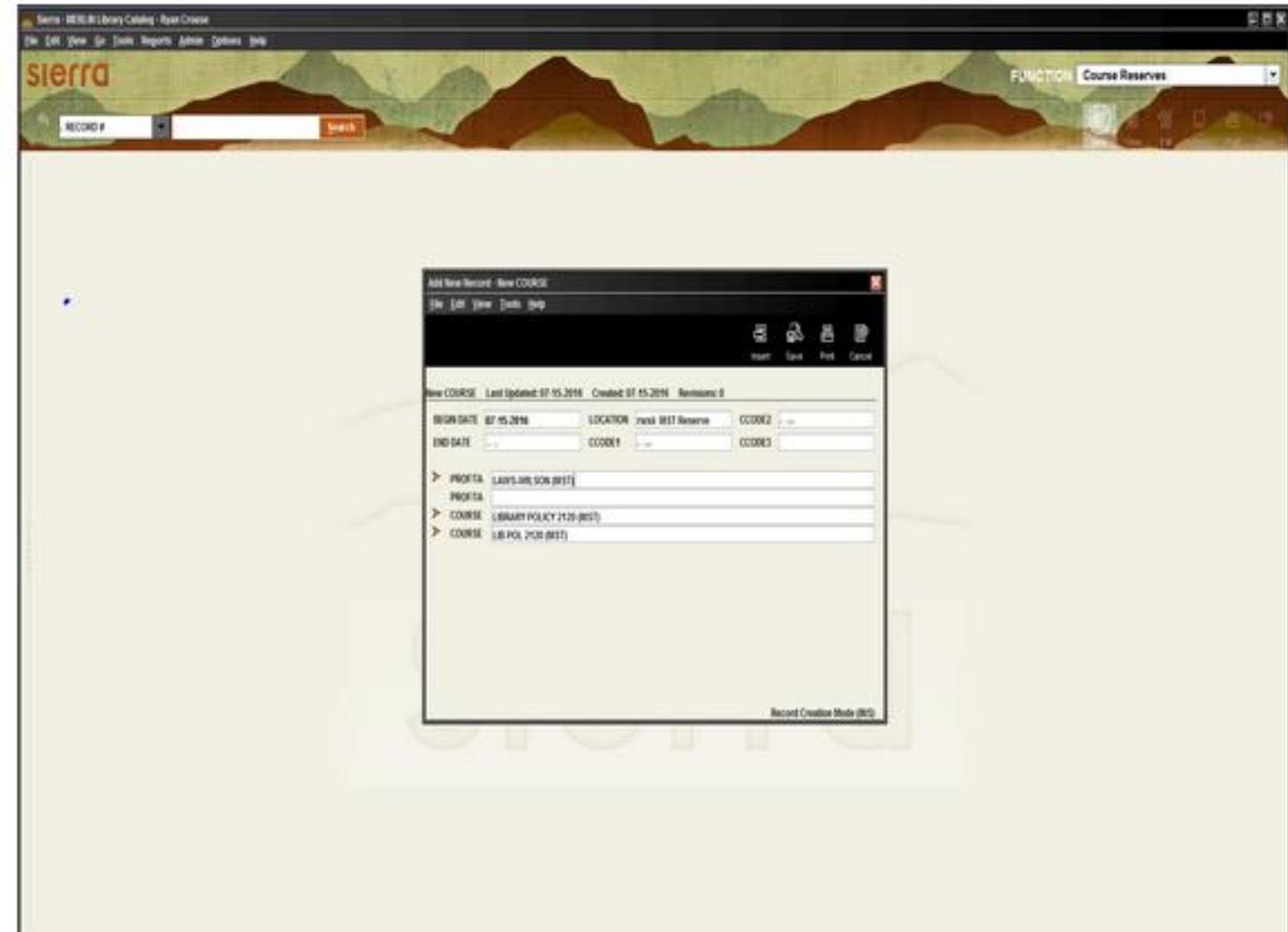
Course Creation Rules:

Professor:

Last name, First name (MST)

Course: Full Course Name 4 digit course number (MST)

Course note: Abbreviated Course 4 digit course number (MST)



The screenshot displays the Sierra Reserves Module interface. At the top, there is a navigation bar with the 'sierra' logo and a search bar. The main content area shows a 'New COURSE' form with the following fields:

- NEW COURSE: Last Updated: 07-15-2016 Created: 07-15-2016 Reserves: 0
- BEGIN DATE: 07-15-2016 LOCATION: Javal MST Reserve CCODE2: --
- END DATE: -- CCODE1: -- CCODE3: --
- PROFTA: LAWS,INT,SON (MST)
- PROFTA: --
- COURSE: LIBRARY POLICY 2120 (MST)
- COURSE: LIB POL 2120 (MST)

At the bottom right of the form, it says 'Record Creation Mode (MST)'.

# A New Order! LC Order!!!!

At the end of the summer session, we concluded it made our lives easier and wasn't too much more work for the desk or our users!



**But the story doesn't end there! More process improvement to come!**

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***Users used to ask for things  
by course, and they still can!***

# Previous Reserves Semester Usage Data Extrapolation: List

End of the semester process:

1. We take everything off reserve, retaining the dates this occurred
2. Appending the list for each date we have taken items off
3. Deduping the results before exporting specific data out

The screenshot shows a database query window titled "rw as srm 20160519 off res 5-16-16". The window contains a search criteria table and a summary of the query.

Ter...	Operator	Type	Field	Condition	Value A	Value B
1		ITEM	LOC	between	ra	rzzzz
2	AND	ITEM	RESV NOTE	starts with	05-16-16 off	

Below the table, the query is summarized as: "ITEM LOC between "ra" and "rzzzz" AND ITEM RESV NOTE starts with "05-16-16 off".

An "OK" button is visible at the bottom of the window.

# Previous Reserves Semester Usage Data Extrapolation: Export

After appending the list for each date, deduping the results, we then export some data

This data goes to the selector's, our research librarian's to help them make collection decisions.

Line	Type	Field
1	i	CALL #
2	ITEM	BAR
3	ITEM	YTDCIRC
4	ITEM	TOT CHKOUT
5	ITEM	MARC Tag 245

Field delimiter: <9>  
Text qualifier: "  
Repeated field delimiter: ;  
Maximum field length (0-1000): <none>

File: [ ] Browse

OK Apply Saved Export Save This Export Close

# Reserves Usage Data – a new approach to try!

Post Fall 2016:

1. Run a list at the end of the semester, before anything is taken off reserve, that captures on reserve (loc: rwxii), total checkouts.
2. Then once everything is taken off reserve (course and permanent), run another list with reserve note specifics "off reserve date", again retaining these dates, append it for each date we took items off reserve, dedupe it, then export out total checkout data of the items.
3. Take both lists, sort them in the same call number order and subtract the total checkouts of the on reserve list from the off reserve list

**This should give us specific semester usage data!**

# Loss Rate

After creating and reviewing many various lists out of Sierra, I concluded that the majority of reserve items lost, disappeared during the intersessions, when items were taken off reserve and deployed back to the regular stacks.

RECORD #(ITEM	2	Status	On reserve	Off reserve	paid for	withdrawn	on reserve when lost	notes in record
i85076946	The making, shaping, and treating of	missing	9/23/2004	8/20/2006	n/a	yes	yes	search began 05/06/2006
i27063471	Witchcraft and religion : the politics	lost	12/15/2009	5/15/2010	n/a	yes	yes	
i88906462	The tipping point : how little things c	missing	1/10/2005	5/12/2005	n/a	yes	yes	
i111534100	Little man, what now? / by Hans Falla	missing	10/7/2003	6/2/2004	n/a	yes	yes	

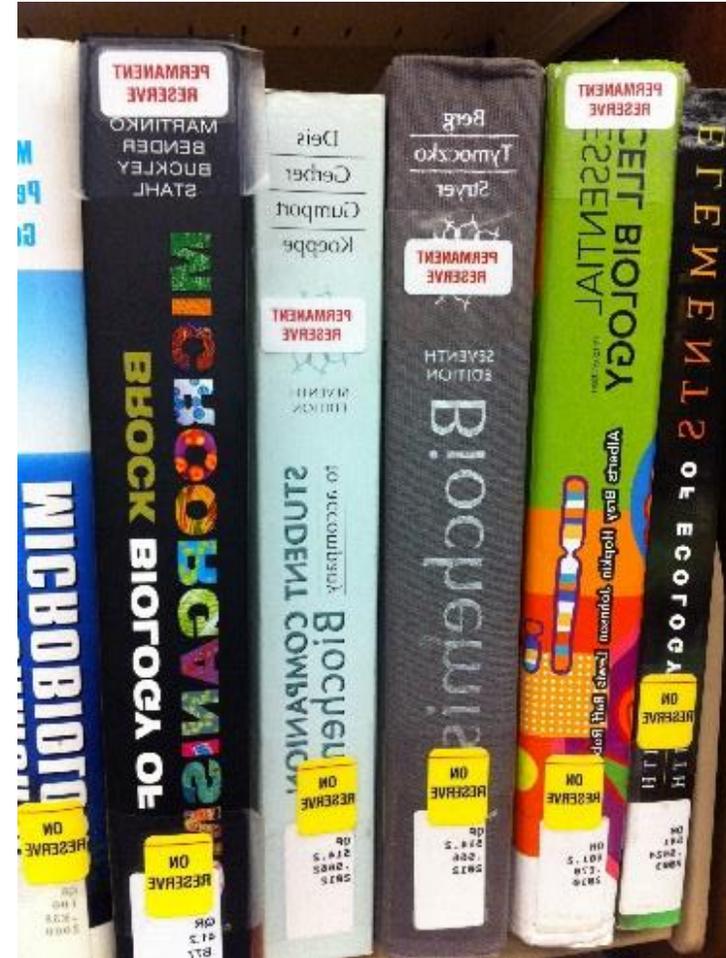
**How do I keep this from happening in the future?**

# Permanent Reserves: Creation

From past experience in libraries, I knew other library's used a permanent reserve section, so I created one for us:

## *Permanent Reserves*

This separate section is for core resources that will remain in the reserves sections over intersessions.



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## Limitations for ILL

Previously our ILL staff were able to loan items that were deployed back to the regular stacks and then recall them for the semester reserves

- > The creation of a “Permanent reserves” section meant this negatively impacted ILL’s ability to provide some course materials to other library’s patrons



# Limitations

## Retraining student workers and staff to look in the catalog

- Title look up
- Course Reserve section of catalog
  - > Instructor or Course look up
  - > <http://laurel.lso.missouri.edu/search/b>



## Sierra Create Lists limitations

- > Folder creation for Fall 2016 had over 600 items
  - Efforts to create the lists were abandoned

Instructor Copies – to buy a copy for the library or not, that is the question!

# Planning for the Future

## This project aided to:

- Reduce staff time used for creation and placement of course reserves
- Reduced the loss rate for textbooks owned by the S&T Library – yay \$\$\$ saved
- LC organization also means we take up less shelving space for our reserves collections
- Increased communication between the library and instructor's about course materials on reserve



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# Planning for the Future

- > **This project aided to:**
  - **Created more communication and collaboration across library units (Access Services: Reserves and Technical Services: Cataloging)**
  - **Enabled the creation of a streamlined process that ultimately was recorded in a libguide to aid in training, cross training, and as an informational guide for staff and student workers of the S&T Library**
  - **In conjunction with Create Lists training by MOBIUS better usage statistics are now going to be generated on a semester basis for the S&T Library to analyze reserves usage for collection decisions**



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# Documenting the Process: Libguide

## Internal Reserves Libguide:

<http://libguides.mst.edu/c.php?g=558191&p=3839070&preview=7431a08a3a1558cbd6f5cdca1b8ded2b>

[Curtis Laws Wilson Library](#) / [Subject Guides](#) / [Curtis Laws Wilson Library Reserves](#) / [Reserves](#)

### Curtis Laws Wilson Library Reserves: Reserves

A guide created with the intent of providing detailed instructions on how reserves are put up, taken down, labeled, and usage data extracted.

**Reserves**

Bookstore List

Reserves Module

Shelving Reserves

Reserves Usage Data

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# S&T Current Electronic Reserves

- > Currently use: Macromedia Contribute for E-reserves

<http://library.mst.edu/>

## **ELECTRONIC COURSE RESERVES**

E-reserves, as selected by members of the faculty.

- > Drawbacks

- One license for the library
- Few people know how to add course materials to this system
- Instructor's can't or don't often link to these resources in Blackboard or Canvas
- No usage data derived from this system
- Web pages – need lots of improvement (looks, content, style)

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# Canvas: the future is NOW!

- > Summer 2016 – campus initiative to replace the Learning Management System
  - Blackboard replaced with Canvas

You are currently logging into:

Missouri University Science and Technology -  
Canvas



**Why not ask if the library can use Canvas for ERes to replace  
Macromedia Contribute?**

# Canvas for E-Reserves – Library site under construction

<http://www.mst.edu/>

Currently:

Inventorying and saving all the files in Macromedia Contribute to a local library drive, (active or inactive folders) discipline folder, course name number folder → course files (homework math 1212 grow spring 2015)

After inventory is complete, I will speak with the instructors with items in this system, the library site will house these instructor's materials (files), for the instructor's ease of linking to these materials within Canvas.

# Canvas: the future is NOW!



Why ask instructor's to link to the library Canvas page? Why not simply ask them to put these items on their own page?

- This is not a service that the library is willing to stop providing!

Canvas is free to the library, so there is no cost except staff time, to get this accomplished!

Once we are set-up, all circulation staff will have the ability to add items to our library course!

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# Canvas: the future is NOW!

Electronic Reserves  
Usage Data:

Until now, we had none.

Now with Canvas, the  
system keeps course  
usage data analytics for  
us!

## Statistics for MST-LIBRARY-RESOURCES-SANDBOX

Totals	Assignments	Students	File Storage
<b>Running Totals</b>			
Discussions	0		
Discussion Posts	0		
New Discussions	0		
New Discussion Entries	0		
Assignments	0		
Assignment Groups	1		
Course Rubrics	0		
All Rubrics	0		
Active Students	0		
Unaccepted Students	0		
Quizzes	0		
Quiz Questions	0		
Quiz Submissions	0		

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# Reserves – still a work in progress, but not long now!



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# Questions?

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