

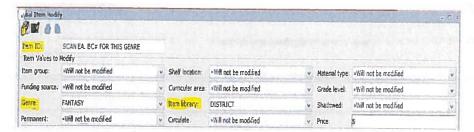
GENRE-fying Your Library Collection

"How to" PROCEDUR

- A. Notify your ITC for help with this project ... follow the guidelines below:
 - Use the Online Handbook to decide genre codes for your district.
 https://www.infohio.org/images/ DOCS/wfhandbook/Setup/Local/SETUP_LOCALINFOhioGenreGroups.pdf
 - o Choose 10-12 (or less) Genre codes; consult other libraries in your district.
 - o Decide which collections to genre-fy.
 - o Give <your ITC> the list of genre codes.
 - Genre code policies will be entered by <your ITC>
 - Allow a minimum of 1 day before genre codes are ready.
 - Decide if the Call # should change; if so, list the desired PREFIX for each Genre

o FANTASY genre: FIC ABC => FANTASY_FIC ABC
FIC ABC => FIC_FANTASY ABC
FIC ABC => FANT_FIC ABC

B. Only 1 library at a time should use Cataloging / Global Item Modify if using Step 2 (below):



- 1) Change the Genre field (be sure all of the other fields are set to: >>will not be modified).
- 2) optional: if you want <your ITC> to batch-edit the Call #s => Change the item library to DISTRICT (or other unused CODE assigned by your ITC)
- 3) Scan all barcodes for into 1 Genre:
 - o If using Step 2, STOP now and notify <your ITC> to have this genre's call #s modified.
 - o If NOT using Step 2, repeat Steps 1 & 3 for the next Genre code,
- 4) <your ITC> will notify when finished with the batch-edit of the call # and will move all books back to your library code.
- 5) Repeat steps 1-3 using Cataloging / Global Item Modify for the next Genre code.

Suggestions for enhancing Genre-ficat

- put Genre labels on books (i.e.: assign each genre a color/text label)
- generate a LBL: ITEM LABELS report to print new spine labels: https://www.infohio.org/images/ DOCS/wfhandbook/Reports/INFOhio/REPORTS INFOHIO LBLItemLabels.pdf>
- populate the 65X tag with the Genre code so that when using the CATalog to search by topic, it can be found by patrons:
 - https://www.infohio.org/images/ DOCS/wfhandbook/Cataloging/Adv/CATALOGING ADVSubjectHeadings.pdf >
- When cataloging, consistently populate the Genre field to get:



EVALUATING GENRE-FICATI

Generate a CIRCULATION REPORT for your library "pre-genrefication" and 1 year "post-genrefication":

https://www.infohio.org/images/ DOCS/wfhandbook/Reports/Favorite/PRO/REPORTS FAV PRO3CircStats.pdf >



INFOhio Symphony Handbook Promote Your Library Reports

Purpose

Circulation Statistics Create a chart showing number of items circulated within a specified period of time.

Location:

MY STATISTICS tab: Custom Circ Count by Item Grp

Setup options:

- a Basic tab -
 - · change report name and title to reflect purpose of report
 - change title of report this will display on the result.
- b. Transaction Selection tab
 - Select your library
 - . Use the gadget to select the date range for your circ count.
- c. Transaction Statistics
 - Leave Column at Total or change to Grade Level if desired.