"How to" PROCEDURE

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 <u>Genre</u> 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 <u>Item library</u> 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.

❖ 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:

  o a shelf list report to be generated giving an accurate list of titles by genre

  o allows your iSearch BOOK RIVER to populate by genre.

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
OHIO'S Prek 12 DIGITAL LIBRARY

INFOhio Symphony Handbook
Promote Your Library Reports

Circulation Statistics

Purpose:
  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.