

"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):

Item ID:	SCAN EA. BC# FOR THIS GENRE		
Item Values to Modify			
Item group:	Will not be modified	Shelf location:	Will not be modified
Funding source:	Will not be modified	Material type:	Will not be modified
Genre:	FANTASY	Circulation area:	Will not be modified
Item library:	DISTRICT	Grade level:	Will not be modified
Shadowed:	Will not be modified	Permanent:	Will not be modified
Circulate:	Will not be modified	Price:	\$

- 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-FICA

- ❖ 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.

The screenshot shows the 'Item Selection' tab in the INFOhio cataloging system. The 'Genre' field is highlighted in yellow, and a dropdown menu is open, displaying a list of genre codes including ADVENTURE, FANTASY, DYSTOPIAN, FAIRYTALES, FANTASY, HISTORIC, HUMOR, MYSTERY, MYTHOLOGY, and PARANORMAL. The 'Genre' field is also highlighted in yellow in the main form area.

EVALUATING GENRE-FICAT

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

https://www.infohio.org/images/_DOCS/wfhandbook/Reports/Favorites/PRO/REPORTS_FAV_PRO3CircStats.pdf



INFOhio
CHILDREN'S & YOUTH 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