

Guilford County Schools

Library Media Services Department



TitleWise Analysis Data Clean Up

Correcting Unrecognized INCORRECT Call Numbers in TitleWise

In your most recent TitleWise analysis:

Click the “% Recognized Call Numbers link.

Items in collection

7,120

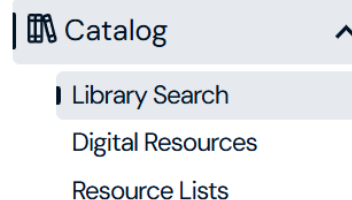
86.5% Recognized Call Numbers
99.8% Recognized Publication Years
98.8% Matched in Titlewave

Click “Microsoft Excel (XLS) to view the list as an Excel spreadsheet. (May not be necessary if the number of titles is below 100.)

Open and print this list in [Microsoft Excel \(XLS\)](#).

Review the Excel information to identify any **INCORRECT** call numbers. These will need to be changed in Destiny. Copy the Barcode from the Excel sheet to search for the book in Destiny Back Office.

Go to Destiny Back Office and click “Catalog” then “Library Search”.



| | |
|--|---|
| Click "Barcode" to search by. | <div> <div>How do I...?</div> <div> <div>Basic</div> <div>Power</div> <div>Visual</div> <div>Copy Categories</div> <div>Number</div> <div>Barcode</div> <div>Brief Records</div> </div> </div> |
| Enter the barcode that needs to be corrected. Click "Go". | <div>Find <input type="text" value="45317"/> <input type="button" value="Go"/> ?</div> |
| Click the "pencil" to edit the copy record. | <div> <div> <div></div> <div></div> <div></div> </div> </div> |
| Click the Call Number text field and correct the call number as needed. | <div> <div>Barcode <input type="text" value="1 45317"/></div> <div>*Call Number <input type="text" value="BIOG 920 X"/> ?</div> <div>Purchase Price <input type="text" value="\$21.00"/> ?</div> </div> |
| Click "Save Copy". | <div> <div>Save Copy</div> </div> |
| <p>Repeat these steps for all INCORRECT call numbers in the Titlewise report.</p> <p>To see these changes reflected in Titlewise, you will need to run a new analysis.</p> | |
| <h2>Identifying "Other" Items in a TitleWise Analysis</h2> | |
| <p>In your most recent TitleWise analysis:</p> | |
| <p>In your Titlewise analysis, view the Literary vs. Informational Texts pie chart. Fiction and Nonfiction percentages should be 100%, or as close to that as possible. If they are not 100%, click on the "Other" slice of the pie chart.</p> | <div> <div>Literary vs. informational texts</div> <div> <div> <div>51%</div> <div>Fiction</div> <div>AVG. AGE: 2012</div> </div> <div> <div>35%</div> <div>Nonfiction</div> <div>AVG. AGE: 2010</div> </div> </div> <div> <div>Compare recommended balance by Dewey »</div> </div> </div> |

Look through the resulting list and identify areas that need to be fixed. Common issues included unrecognized call number prefixes and incorrect call numbers.

If your "Other" number is large, click Microsoft Excel (XLS) to download the titles into an Excel spreadsheet to go review.

[Open and print this list in Microsoft Excel \(XLS\)](#).

If call number prefixes in your collection are listed as Other, the Titlewise MARC profile needs to be edited so they can be categorized correctly or ignored if they are not call numbers used for student-circulating items.

Change "Other" Call Numbers to Be Recognized as Fiction or Nonfiction

Open your school's most recent Titlewise analysis.

Click "Settings".

[Settings](#) | [MARC Profile](#) | [Diagnostics](#)

Click "edit" next to Other classifications.

[Other classifications](#) [edit](#)

Adjust the radio buttons to recategorize "other" sections as Fiction or Nonfiction.

| Classification | Fiction | Nonfiction | Other |
|-----------------|-----------------------|----------------------------------|-----------------------|
| Dewey 000–900 | | ✓ | |
| General Fiction | ✓ | | |
| Reference | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Biography | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |

Once all categories are set, click "Save Changes".

[Save Changes](#)

Help and Questions

Please contact the Library Media Services Department for assistance with Destiny.

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