

Appendix B

UMFK Collection Analysis for Purchasing and Weeding (example only)

Fort Kent	Stats run 6/28/2010	Size of	Total for	# of Check	total for	Usage	avg cost per	Need		Adjusted	Budget\$	# of
Category	Description	Collection:	LC class	Outs FY10	LC class	Ratio	book*	Factor	Raw Need	Need	\$5,000	books
101	AC - AZ	147	147	6	6	0.041	\$99.84	0.00	4.08	4.08	\$225.54	2.26
102	B	322		17								
103	BC	13		0								
104	BD	55		2								
105	BF 1-839	626		64								
106	BF 840-1999	150		31								
107	BH	62		7								
108	BL	236		31								
109	BM	25		1								
110	BP	55		6								
111	BQ	27		21								
112	BR-BX	509	2080	26	206	0.099	\$61.63	0.07	6.17	6.17	\$341.51	5.54
116	C - CS	204		11								
117	CT 1-3150 & CT 3990-9990	74		12								
118	CT 3200-3910	2	280	1	24	0.086	\$60.12	0.01	5.16	5.16	\$285.51	4.75
418	TS 920-937 & TS 1080-1268	6		0								
419	TT	129		18								
420	TX 1-340	35		8								
421	TX 851-953	10	1250	0	72	0.058	\$61.44	0.02	3.56	3.56	\$197.12	3.21
423	U - VM	321	321	11	8	0.025	\$60.83	0.00	1.52	1.52	\$84.01	1.38
424	Z 1-659	60		1								
	Z 662-1000.5	79		2								
425	Z 1001-8999	55	194	2	5	0.026	\$84.90	0.00	2.19	2.19	\$121.14	1.43
TOTAL		38678		2949						90.39	\$5,000.00	71.64

*avg cost per book from Bowker's Library and Book Trade Almanac. Using the North American Academic Books table (ed. 2010 pg. 468, table 4). Bowker had some numbers broken down - We have averaged the Bowker figures to have one figure for one whole call number. For example, The B's in Bowker had average costs split between B and BF. For this formula we averaged their numbers to have only one average for all B's.

Total collection by call number comes from: Millennium statistics (in mill program) with following parameters: Fast Accum = off, Review (need to prerun a review file on stacks only), Querytype=Cross tab, Report on Items, Cross tab Horizontal=location, cross tab verticle=library of congress. Dates are not specified, so the date is important when the query is run. The total collection is based on everything up to the date run. Also, use the "record count" report for figures.

Circulation stats for a fiscal year come from: Millennium Web stats (found off library support page) with following parameters: Circ Cross tab, checkout, user specified dates, system, rows=call#, columns=location. Export file. Use pipe (|) to dilenniate columns, delete unnecessary rows/columns.

Check the call numbers in both sets of data with the call numbers in the Collections file before copying and pasting data (this is to make sure data is lined up right).

Description of formulas using row 4 as an example:	N/A	N/A	N/A	N/A	=sum(...) (G4/E4)	N/A	=sum(...) (G4/F305)	=sum(...) (I4*J4)+K4	=IF(...) (L4<1,0,L4)	=sum(...) (M4/M305)* N3	=sum(...) (N4/J4)
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Additional Information:

The usage ration is multiplied by the avg. cost per book so that when we figure the cost to purchase items, the total cost does not exceed the budget amount.

UMFK Collection tracking FY2011 (example only)

Original numbers from Collection Analysis					Tracking purchases FY2011		
Fort Kent	Stats run 6/28/2010	avg cost per	Budget\$	# of	# of	Total cost	Left of
Category	Description	book*	\$3,660	books	books	of books	Budget
101	AC - AZ	\$99.84	\$0.00	0.00	2	\$19.69	-\$19.69
102	B						
103	BC						
104	BD						
105	BF 1-839				1	\$17.16	
106	BF 840-1999						
107	BH						
108	BL						
109	BM						
110	BP						
111	BQ						
112	BR-BX						
	All Bs	\$61.63	\$258.24	4.19	1	\$17.16	\$241.08
419	TT						
420	TX 1-340						
421	TX 851-953						
	TL-TX	\$61.44	\$0.00	0.00	0	\$0.00	\$0.00
	All Ts	\$61.44	\$166.95	2.09	1	\$16.47	\$150.48
423	U - VM						
	All Us & Vs	\$60.83	\$0.00	0.00	0	\$0.00	\$0.00
424	Z 1-659						
	Z 662-1000.5						
425	Z 1001-8999						
	All Zs	\$84.90	\$91.60	1.08	0	\$0.00	\$91.60
	TOTAL		\$3,660.00	71.64	86	\$1,846.56	\$1,813.44

avg cost per	Budget\$	# of	# of	Total cost	Left of
book*	\$3,660	books	books	of books	Budget

Tracking purchases FY2011

Original numbers from Collection Analysis					Tracking purchases FY2011		
Fort Kent	Stats run 6/28/2010	avg cost per	Budget\$	# of	# of	Total cost	Left of
Category	Description	book*	\$3,660	books	books	of books	Budget

=sum
(G?:G?) =sum
(H?:H?) =sum
(E?:H?)

The first half of the tracking formula is hardcoded from the collection development formula while the second half calculates expenditures to show what we have spent and how much is left of the budget.