

Identifying titles for potential purchase using the Copac Collection Management tool

Context

This is a pilot exercise to identify stock for potential purchase in new subject areas to York.

Skills level

Interaction with the Copac Collection Management tool (CCM tool) is straightforward. A moderate familiarity with Excel for the filtering of data and production of graphs is useful, but no advanced skills are required for this work.

Outline of Method

Exercise (i)

Following discussion with the Liaison Librarian and department to assess the areas of particular interest, specific Library of Congress subject headings are identified as the most relevant search terms. (for example “Spain” and “Economic conditions.”) These terms are then searched across all Copac libraries using the CCM tool. Information is returned on locations where library records contain the specific search term. Details of the specific holding libraries are given, plus full bibliographic details of the title.

The Copac libraries which have the greatest number of library records relating to the subject headings (i.e. which have a relative strength in that area), can be identified and noted. The relative strength of the holdings of recognised competitors can be highlighted. This information can be presented graphically in a bar graph for each subject heading.

For ease of visual identification the home library (in this case York) can be highlighted, as can the Copyright libraries. (The holdings of Copyright libraries are discounted in this project as not being comparable to standard academic libraries.)

See graph (i)

Exercise (ii)

A second search can be run through the CCM tool using the same subject headings as in Exercise (i) to identify stock which is held in common by the top ranking libraries (non - copyright). Search criteria can be altered as required – e.g. stock held by 3 or more of the top ranked libraries as identified in exercise (i).

Any stock already held by York is edited out. The result is a report of stock held in common by the libraries with the strongest collections in a specific subject area. Titles are then sorted by publication date (this is a manual process.) This produces a list of stock to consider for

potential purchase by York, which can be limited by publication date. This list can then be submitted for consideration for purchase.
See table (i) and (ii)

Notes

Searching via the CCM tool matches items by ISBN. This means that on occasions York may hold a different edition of an item listed in the report, (with a different ISBN.)
Checking of the results suggests that there is between a 2 - 5% level of error (e.g. on occasion it may be that York does hold one of the items listed on the report.) This was considered an acceptable level of error.

The average time taken to produce the graph and tables is approximately 30 minutes. This does not include the time taken to add the publication date manually to a separate column in order to sort by date order, if required. The time taken for this will obviously depend on the number of items in the final report.

The method described below is just one way of completing the work – there may be other ways and additional short cuts which can be taken.

Graph (i)

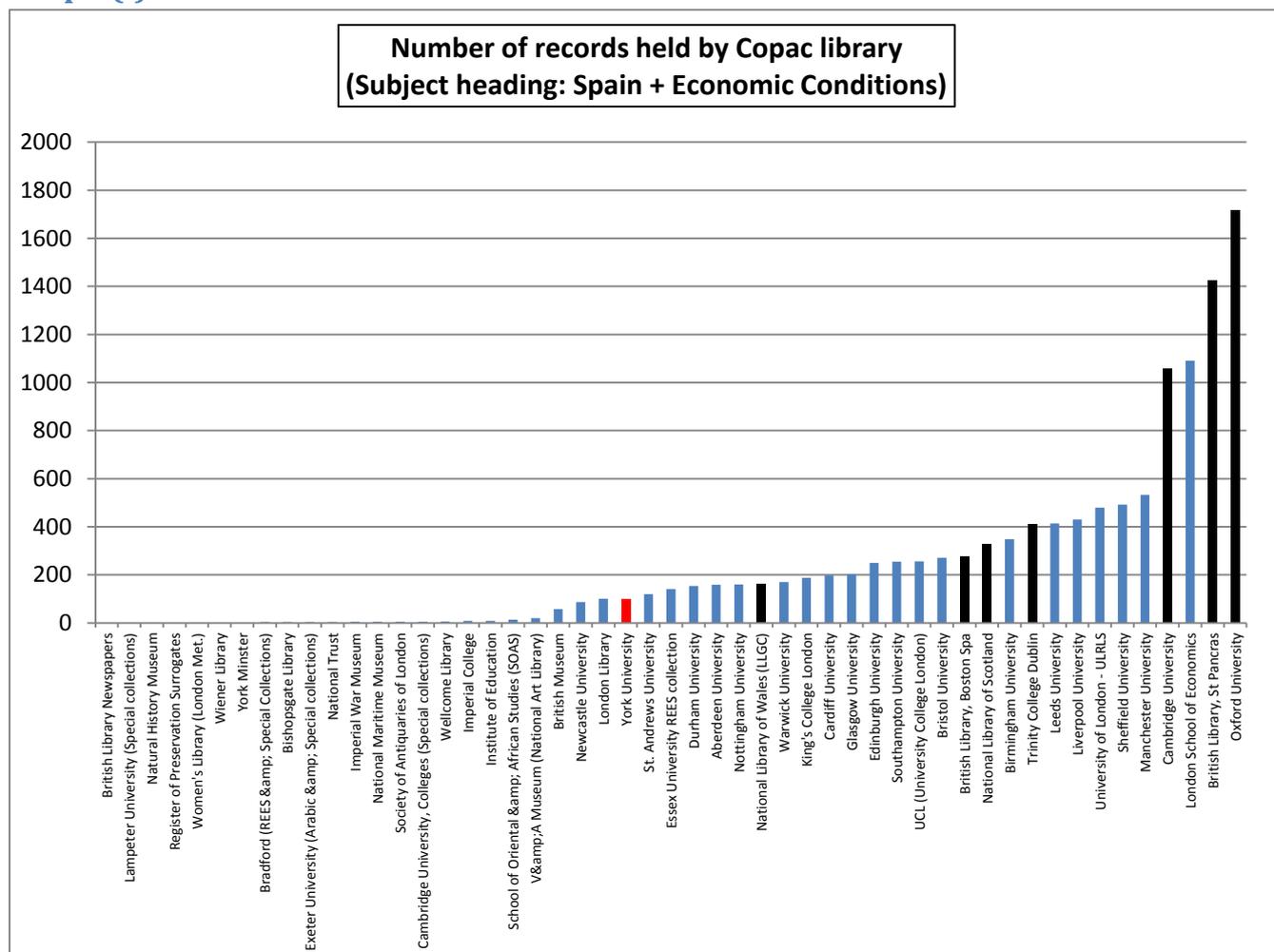


Table (i)

	Copyright library
	Non Copyright Library
	University of York
	Top 4 Libraries
1	LSE
2	Manchester
3	Sheffield
4	University of London

Table (ii)

Titles held in common by 3 or more of the top 4 ranked library holdings for Library of Congress subject heading “Spain” and “Economic conditions” (excluding copyright libraries) and not held by York (publication date of 2000 onwards in date order.)

Completed list ready to forward to department

ISBN	Bibliographic Details	Date of Publication
'015311681'	Distant tyranny : markets, power, and backwardness in Spain, 1650-1800 / Regina Grafe. Princeton University Press, c2012.	2012
'014966048'	New World gold [electronic resource] : cultural anxiety and monetary disorder in early modern Spain / Elvira Vilches. University of Chicago Press, 2010.	2010
'021315711'	Sovereignty and revolution in the Iberian Atlantic / Jeremy Adelman. Princeton University Press, c2006.	2006
'021223793'	Spain : a modern European economy / Joseph Harrison and David Corkill. Ashgate, [2004]	2004
'26001077400'	Historia econò mica de la Espanya contemporà nea / Albert Carreras, Xavier Tafunell. Cril tica, c2004.	2004
'013767142'	Spain and Portugal in the European Union : the first fifteen years / editors Sebastià n Royo, Paul Christopher Manuel. Frank Cass, 2003.	2003
'0715633229'	Autarquía y mercado negro : el fracaso econó mico del primer franquismo, 1939-1959 / Carlos Barciela, ed ; pró logo de Luis Angel Rojo. Crítica, c2003.	2003
'013937385'	En las garras del Águila : los pactos con Estados Unidos, de Francisco Franco a Felipe González (1945-1995) / Ángel Viñas. Crítica, c2003.	2003
'014283038'	War and the state in early modern Europe : Spain, the Dutch Republic, and Sweden as fiscal-military states, 1500-1660 / Jan Glete. Routledge, 2002.	2002
'012004278'	The development of modern Spain : an economic history of the nineteenth and twentieth centuries / Gabriel Tortella ; translated by Valerie J. Herr. Harvard University Press, c2000.	2000
'04B20137229'	The Spanish economy in the new Europe / Carmela Martín ; translated from the Spanish by Philip Hill and Sarah Nicholson. Macmillan Press, 2000.	2000
'012135119'	Silver, trade, and war : Spain and America in the making of early modern Europe / Stanley J. Stein & Barbara H. Stein. Johns Hopkins University Press, 2000.	2000

Instructions

Graph (i) and Table (i)

Copac Collection Management tools

Copac Collection Management (CCM) tools provides a range of facilities to support collection analysis and collection management activities:

- Quick Number Search: do a live search by entering a comma delimited set of up to 50 standard numbers.
- Batch Search: upload a file of comma delimited standard numbers.
- Keyword Search: carry out a search for author names, title or subject terms.

[Help](#) [Batch Search History](#)

Quick Number Search Batch Search **Keyword Search**

Author

Title

Subject

Treat as a batch search [?](#)

Limit search result [?](#)

Library

Aberdeen University
Birmingham University
Bishopsgate Library

Region

Personalise result display [?](#)

Display records with

Deduplicate

To produce list:

1. Select appropriate Library of Congress subject headings for search.
(In this example "Spain" and "Economic conditions.")
2. Log into CCM user interface
3. Under **Keyword search** enter subject headings
4. Mark as **Batch search**.
5. Leave **Limit search results** as shown.
6. In **Personalise result display**, select **records with shared ISBN**.
7. Press **Search**
8. From search screen press **Copac Collection Management** heading to return back to main page.
9. Select **Batch Search History**.

On results page, query will show as red when running, and purple when completed. (This particular search will take about 3 minutes.)

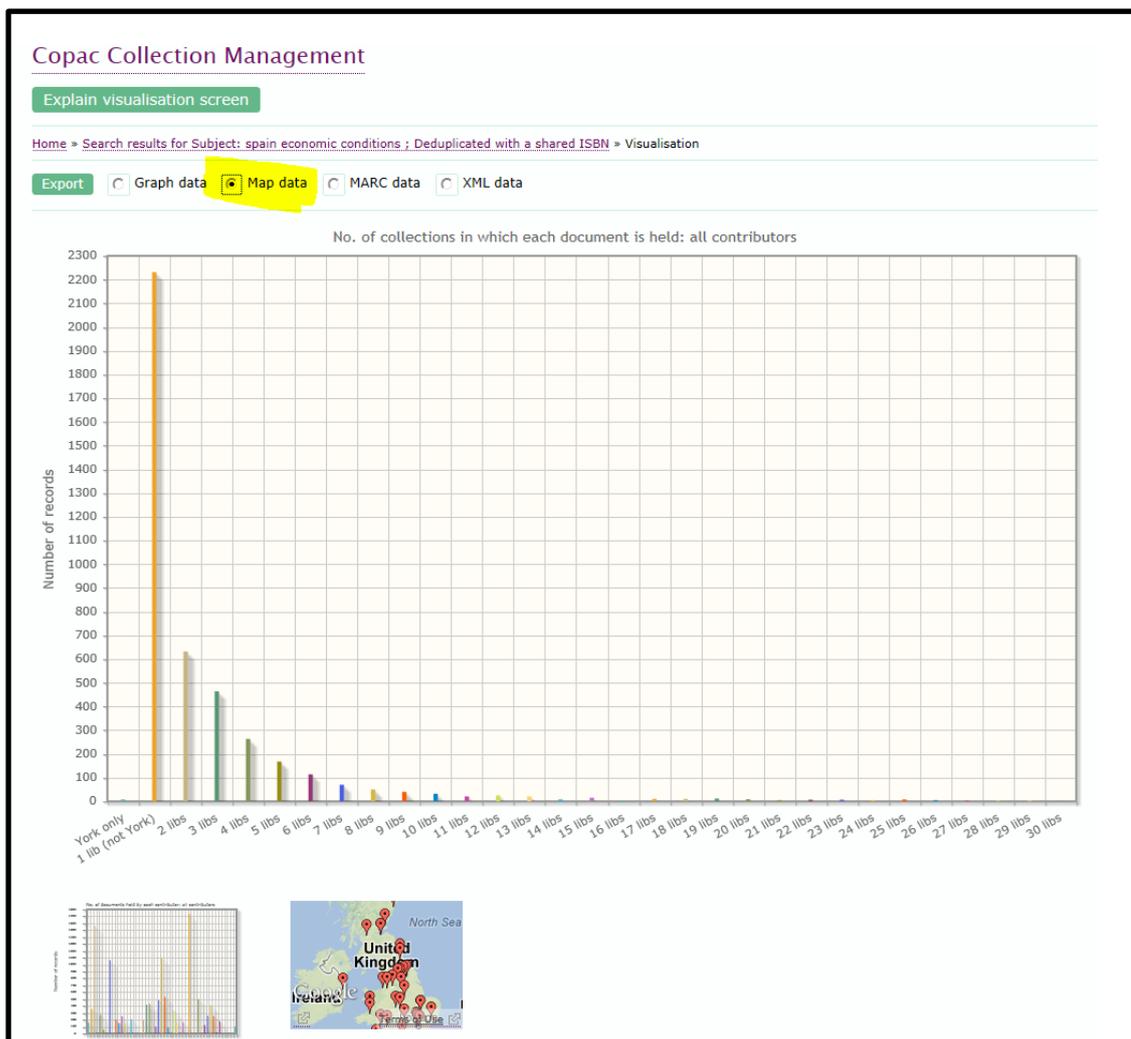
10. Refresh every few minutes to see if the report has completed running by clicking on **Copac Collection Management** heading, then **Batch Search History**.

11. When the report has finished running, click on the result set at the top of the results page.

This will give a list of the titles with the chosen search terms held in COPAC libraries.

12. Click on **Visualisations of search results**.

This will take you to a screen showing graphic visualisations of the data (as below.)



13. Select **Map data** and click on **Export**.

14. Query box will open at the bottom of the page.

15. Click **Open**, and save data as an Excel spread sheet.

16. In Excel document, edit out all columns of data except for **Name of library** and **number of records**.

17. Highlight **Number of records** column and order smallest to largest (Home/Editing/Sort and Filter/Sort smallest to largest.)
18. Highlight the columns containing the date and create column graph. (Insert/Charts/Column)
19. Edit title and axis as appropriate.
20. Highlight and note specific libraries as required. (In this library highlight “home” library and Copyright libraries have been highlighted.)
21. Identify top 4 ranked Copac libraries with the greatest number of library records relating to the subject headings (i.e. which have a relative strength in that area.) (See table 1)

Table (ii)

To produce list of title for potential purchase

Input data into Excel spread sheet

Copac Collection Management tools

Copac Collection Management (CCM) tools provides a range of facilities to support collection analysis and collection management activities:

- Quick Number Search: do a live search by entering a comma delimited set of up to 50 standard numbers.
- Batch Search: upload a file of comma delimited standard numbers.
- Keyword Search: carry out a search for author names, title or subject terms.

[Help](#) [Batch Search History](#)

[Quick Number Search](#) [Batch Search](#) [Keyword Search](#)

Author
 Title
 Subject

Treat as a batch search ?

Limit search result ?

Library

- London Library
- London School of Economics
- Manchester University
- Middle Temple Library

Region

Personalise result display ?

Display records with

Deduplicate

[Search](#)

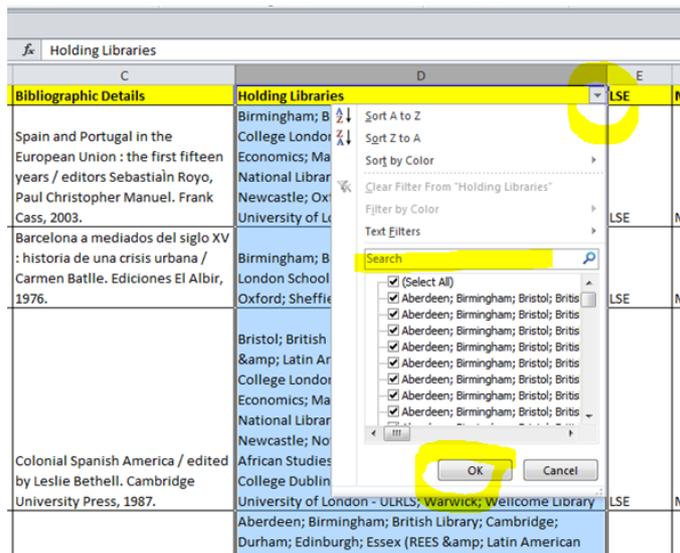
1. Return to the Home screen and enter the same search details into CCM tool as before.
2. In **Limit search results** select your home library plus the top 4 listed libraries from graph 1.
 - a. (In this example, LSE, Manchester, Sheffield, ULRLS.)
(To select multiple entries, press **Ctrl** and select required libraries.)
3. Press **Search**. Check for results as previously.
(Turn to next page)
4. On results page, select **Visualisation of search results**.

- On the screen showing the graphs, select **Export as graph data**.
- Open and save data to a new page of the same Excel work book as before.

Sort and filter data into list for potential purchase

	A	B	C	D	E	F	G	H	I
1	ISBN	Bibliographic Information	No. Holding Libraries	Holding Libraries	LSE	Man	Sheffield	ULRLS	Count
2	'0137671	Spain and Portugal in the European Union : the first fifteen years / editors Sebastialn Royo, Paul Christopher Manuel. Frank Cass, 2003.	17	Birmingham; British Library; Cambridge; Cardiff; King's College London; Leeds; Liverpool; London School of Economics; Manchester; National Library of Scotland; National Library of Wales / Llyfrgell Genedlaethol Cymru; Newcastle; Oxford; Sheffield; Trinity College Dublin; University of London - ULRLS; Warwick	LSE	MAN	S	ULRLS	4
3	'0114517	Barcelona a mediados del siglo XV : historia de una crisis urbana / Carmen Batlle. Ediciones El Albir, 1976.	11	Birmingham; British Library; Cambridge; Glasgow; Leeds; London School of Economics; Manchester; Nottingham; Oxford; Sheffield; University of London - ULRLS	LSE	MAN	S	ULRLS	4
4	'0197504	Colonial Spanish America / edited by Leslie Bethell. Cambridge University Press, 1987.	24	Bristol; British Library; Cambridge; Edinburgh; Essex (REES & Latin American Collections); Glasgow; King's College London; Leeds; Liverpool; London School of Economics; Manchester; National Library of Scotland; National Library of Wales / Llyfrgell Genedlaethol Cymru; Newcastle; Nottingham; Oxford; School of Oriental & African Studies (SOAS); Sheffield; St. Andrews; Trinity College Dublin; UCL (University College London); University of London - ULRLS; Warwick; Wellcome Library	LSE	MAN	S	ULRLS	4
5	'0122383	Medieval colonialism : postcrusade exploitation of Islamic Valencia / [by] Robert Ignatius Burns. Princeton University Press, 1975.	27	Aberdeen; Birmingham; British Library; Cambridge; Durham; Edinburgh; Essex (REES & Latin American Collections); Exeter (Arabic & Special Collections); Glasgow; King's College London; Leeds; Liverpool; London Library; London School of Economics; Manchester; National Library of Scotland; National Library of Wales / Llyfrgell Genedlaethol Cymru; Newcastle; Nottingham; Oxford; School of Oriental & African Studies (SOAS); Sheffield; St. Andrews; Trinity College Dublin; UCL (University College London); University of London - ULRLS; Warwick	LSE	MAN	S	ULRLS	4

- Highlight **Holdings Library** column (**column D** in the example above.)
- Select Home/Editing/Sort & filter/Filter.
- Click on arrow showing at the top of the selected column. In **search box** enter home library. Press **OK (see below.)**



A list of all titles with the specific subject heading held by home library will show.

10. Highlight all information on screen and **delete**.
11. Return to arrow at top of column.
12. Select **Clear filter from list**.
13. Filter the list (as for home library), for each of the named 4 top ranked libraries:
 - i. When filtered list is produced for each library, note in column that item is held by specific library (as in columns E, F, G and H in screenshot above.)
 - ii. Clear filter and the note will show on the full report.
 - iii. Repeat process for each of the top four ranked libraries.
 - iv. Note each specific library in a different column.

When all 4 libraries have been filtered, the report will now show which of the titles are held by 1 or more of the top 4 ranked libraries.

14. In the column adjacent to the last of the filtered information enter **Count** as heading (Column I in the example above.)
15. In the next cell down enter:
=CountA(E2, F2, G2, H2) and fill down.
16. Select column headed **Count** and filter from largest to smallest (Home/Editing/Sort & Filter/Largest to smallest.)
17. The titles held by 3 or 4 of the top ranked four libraries can then be copied and edited into a separate spread sheet.
18. If it is desirable to order the list in order of publication date, this information can be edited into a separate column and then filtered. Currently this requires manual input