

Data Collection for Collection Management

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@amyodo



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A bit of background...



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Me Myself and I



Royal Holloway Library



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Data Collection at Royal Holloway



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Getting Started: Collecting the Right Data



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What do you want from the data?

- To monitor and improve staff efficiencies in stock management
- To decrease the time it takes books from return to being available on the shelves
- To plan staffing and collection management tasks
- To understand specific barriers to stock management in the new building
- To understand and react to library usage



What data do you need?

- **To monitor and improve staff efficiencies in stock management**
 - How much time each member of staff are working on stock processes
 - Time taken to shelve trolleys in each collection
- **To decrease the time it takes books from return to being available on the shelves**
 - Time between return and being shelved
 - Time items are waiting in sortation room
- **To plan staffing and collection management tasks**
 - Library usage (visits and loans/returns)
- **To understand specific barriers to stock management in the new building**
 - Time taken to shelve trolleys in each collection
- **To understand and react to library usage**
 - Library usage (visits and loans/returns)

How much data do you need?



How will you collect the data?



Using Google Apps for Data Collection and Collection Management



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Google Forms

The screenshot shows a web browser window displaying a Google Form titled "Stock Management Form". The form is set against a light purple background with a dark purple header. The form fields are as follows:

- Name:** A dropdown menu with "Choose" selected.
- Date:** A date input field with the placeholder "dd/mm/yyyy".
- Hours completed in shift:** A text input field with the placeholder "Your answer".
- Total number of trolleys shelves:** A text input field with the placeholder "Your answer".
- Reviewed individual area?:** A dropdown menu with "Choose" selected.
- Any issues or activities to report?:** A text input field with the placeholder "Your answer".

At the bottom of the form is a blue "SUBMIT" button. Below the button, a small note reads: "Never submit passwords through Google Forms."



Google Sheets

TimeStamp	Date	Hour	High Use headcount	Exhibition headcount	1 FWS headcount	1 WWS headcount	2 FWS headcount	2 WWS headcount	PGR space headcount	Study Terrace headcount	Stairs headcount	Entrance
29/05/2018 19:17:43	29/05/2018	7pm	12	0	11	17	31	5	6	0	0	0
31/05/2018 11:06:10	31/05/2018	11am	5	0	28	36	60	5	20	1	3	0
31/05/2018 15:29:53	31/05/2018	3pm	34	0	31	49	62	25	22	5	0	0
01/06/2018 11:36:21	01/06/2018	11am	8	0	40	33	47	6	14	1	1	0
01/06/2018 16:56:56	01/06/2018	3pm	23	0	36	2	36	12	13	0	0	0
02/06/2018 09:48:11	02/06/2018	3pm	34	0	31	49	62	25	22	5	0	0
02/06/2018 13:00:57	02/06/2018	11am	10	0	24	74	45	6	6	0	0	0
02/06/2018 16:23:18	02/06/2018	3pm	17	0	30	36	51	8	7	0	0	0
02/06/2018 19:20:29	02/06/2018	3pm	17	0	30	36	51	8	7	0	0	0
02/06/2018 19:36:44		7pm	20	0	35	25	45	3	5	0	0	0
02/06/2018 11:01:50		7pm	20	0	35	25	45	3	5	0	0	0
03/06/2018 11:19:18	03/06/2018	11am	6	0	25	8	34	5	3	2	4	0
03/06/2018 15:24:10	03/06/2018	3pm	25	0	45	65	50	16	10	2	0	0
03/06/2018 18:38:14	03/06/2018	3pm	26	0	43	65	50	16	10	2	0	0
03/06/2018 18:51:27	03/06/2018	7pm	25	0	23	20	32	5	6	0	0	0
04/06/2018 11:47:04	04/06/2018	11am	30	1	25	17	18	4	11	0	0	0
04/06/2018 15:21:43	04/06/2018	11am	30	1	25	17	18	4	11	0	0	0
04/06/2018 16:30:12		3pm	40	0	30	38	69	12	21	1	4	0
04/06/2018 19:11:59	04/06/2018	7pm	18	0	20	34	36	10	7	0	0	0
04/06/2018 09:32:33	04/06/2018	7pm	18	0	20	34	36	10	7	0	0	0
05/06/2018 11:07:20	05/06/2018	11am	21	3	14	5	15	1	7	2	2	0
05/06/2018 15:12:41	05/06/2018	3pm	26	0	19	38	25	14	10	1	3	0
05/06/2018 19:00:42	05/06/2018	7pm	16	0	35	10	26	5	10	0	1	0
06/06/2018 11:34:30	06/06/2018	11am	20	5	31	24	43	5	20	0	0	0
06/06/2018 15:32:11	06/06/2018	3pm	36	0	43	60	61	17	17	0	0	0
06/06/2018 19:26:54	06/06/2018	7pm	17	0	17	30	28	8	7	0	0	0
07/06/2018 11:01:43	06/06/2018	7pm	17	0	17	30	28	8	7	0	0	0
07/06/2018 11:28:30	07/06/2018	11am	24	0	15	10	22	2	10	0	1	0
08/06/2018 11:57:35	08/06/2018	11am	22	0	19	21	23	12	15	1	5	0
08/06/2018 19:46:36	08/06/2018	7pm	7	0	11	16	36	5	7	0	0	0
09/06/2018 15:37:54	09/06/2018	3pm	9	0	18	18	54	5	5	0	2	0
09/06/2018 19:17:23	09/06/2018	7pm	6	0	16	22	31	7	4	0	0	0
11/06/2018 11:20:31	11/06/2018	11am	11	0	8	6	23	2	6	2	0	0
11/06/2018 20:23:25	11/06/2018	7pm	12	0	7	18	15	4	1	3	1	0
12/06/2018 11:38:17	12/06/2018	11am	10	0	7	11	26	3	7	0	0	0



Google Graphs





Google Sites v. Google Fusion Tables

MASTER AOD
Inspection of The Aug 17 07:54:05 PDT 2017 (last viewed)
Sat Dec 30 11:41

File Edit Tools Help Master view Personal updates Staffing Stock Management Supervisor updates

View No Stars applied

1,500 of 1904

Timestamp	Full name	Time started stock management tasks	Time ended stock management tasks	Number of tools...	Areas shelved in (
Thu Aug 17 2017 16:11:41 GMT+0100 (BST)	Amy O'Donohue	Sat Dec 30 1899 09:00:00 GMT-0000 (GMT)	Sat Dec 30 1899 10:00:00 GMT-0000 (GMT)	3	300's-420's, 500's-520's
Thu Aug 17 2017 10:17:06 GMT+0100 (BST)	Amy O'Donohue	Sat Dec 30 1899 10:00:00 GMT-0000 (GMT)	Sat Dec 30 1899 11:00:00 GMT-0000 (GMT)	2	300's-320's
Thu Aug 17 2017 16:21:40 GMT+0100 (BST)	Amy O'Donohue	Sat Dec 30 1899 11:00:00 GMT-0000 (GMT)	Sat Dec 30 1899 12:00:00 GMT-0000 (GMT)	4	300's - 240's
Thu Aug 17 2017 16:22:21 GMT+0100 (BST)	Amy O'Donohue	Sat Dec 30 1899 12:00:00 GMT-0000 (GMT)	Sat Dec 30 1899 13:00:00 GMT-0000 (GMT)	3	700's - 730's
Sat Aug 19 2017 09:35:46 GMT+0100 (BST)	Sean Durnahoe	Sat Dec 30 1899 09:15:00 GMT-0000 (GMT)	Sat Dec 30 1899 09:50:00 GMT-0000 (GMT)	1	001-070
Sat Aug 19 2017 16:44:23 GMT+0100 (BST)	Ernie Venables	Sat Dec 30 1899 16:30:00 GMT-0000 (GMT)	Sat Dec 30 1899 16:45:00 GMT-0000 (GMT)	1	001-052
Tue Oct 17 2017 12:06:14 GMT+0100 (BST)	Thomas Jack Search	Sat Dec 30 1899 09:00:00 GMT-0000 (GMT)	Sat Dec 30 1899 12:00:00 GMT-0000 (GMT)	No	All over - 3 trolley
Wed Oct 18 2017 10:11:04 GMT+0100 (BST)	Neil	Sat Dec 30 1899 09:00:00 GMT-0000 (GMT)	Sat Dec 30 1899 09:50:00 GMT-0000 (GMT)	3	g1
Fri Oct 20 2017 15:27:33 GMT+0100	Amy O'Donohue	Sat Dec 30 1899 06:00:00 GMT-0000 (GMT)	Sat Dec 30 1899 10:00:00 GMT-0000 (GMT)	3	GF (all)



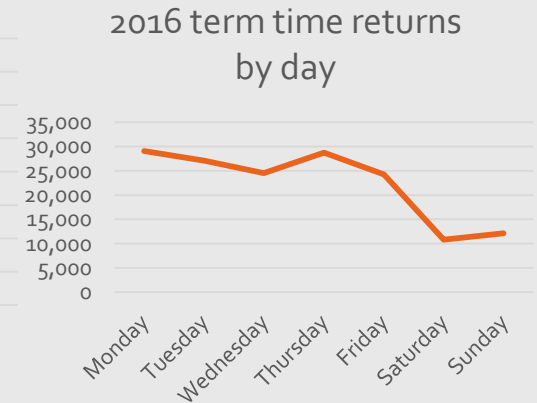
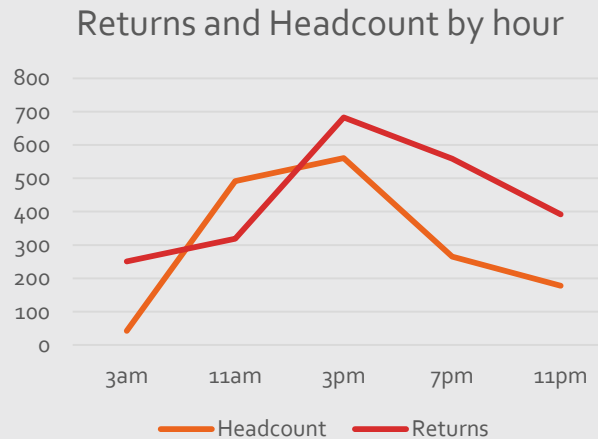
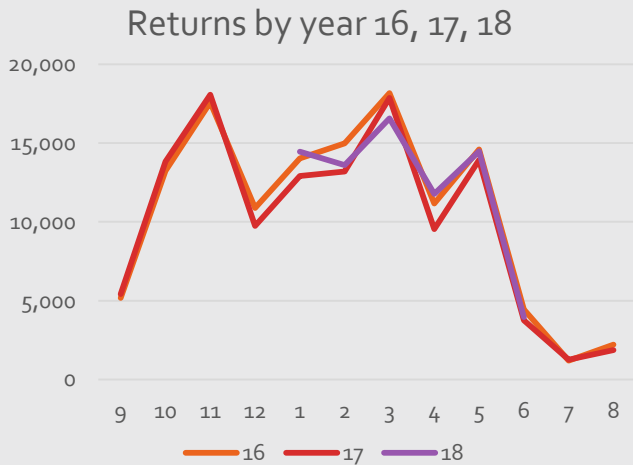
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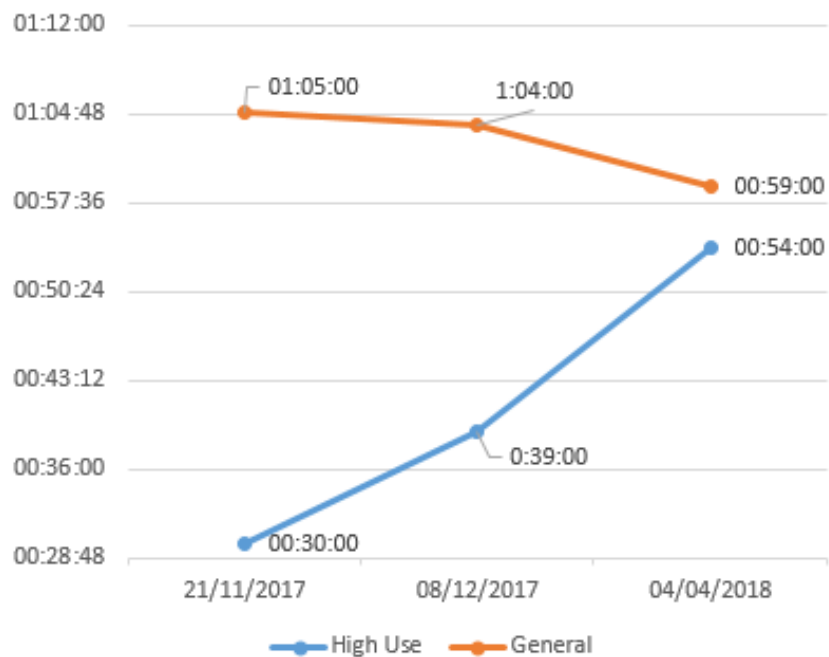
Improved efficiencies and planning



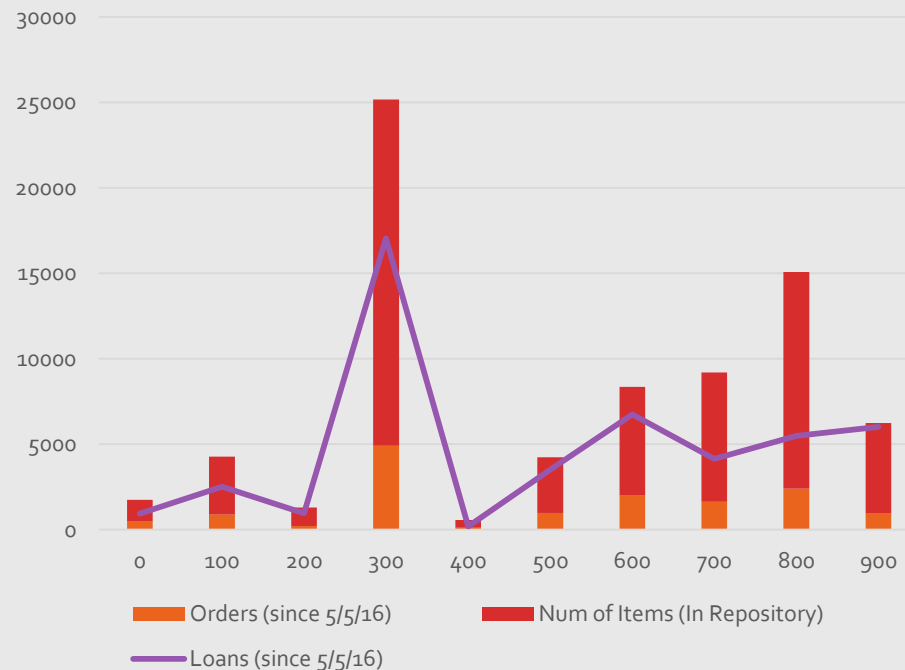


Detailing and tracking collection issues

Average shelving time for 1 trolley



High Use items by Dewey v. loans and orders





Proving your worth



Any Questions?

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Thankyou!



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