### SCS logo color

**Collection Inquiry-MI-SPI 2.0**

The purpose of this document is to pull together information on your collection and confirm project scope.

**Library Name**

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**Project Drivers & Goals**

What does the library want to learn or accomplish with this analysis? What will constitute a successful outcome?

**Scope of Collection Analysis: Formats**

SCS’s primary focus is on analysis of circulating print monographs. We do not handle journals, micro-formats, or most government documents. In some instances, other categories of material may be included. These categories are described below.

1. How many bib records will be included in the analysis? Be sure to include in this total all appropriate categories selected below. We assume circulating print monographs will be included Add to this the counts for other in-scope records as needed.
2. Consider which, if any of the following categories you wish to include in the analysis and be sure to communicate this scope to the person who will extract the data. These four categories of materials are often identifiable via distinct locations, which can be analyzed separately if desired.
* **Reference books**: some libraries have good use data for their reference books (re-shelving counts) but most do not. Most reference materials are not available in resource-sharing programs, which makes it difficult to rely on holdings in other libraries. These factors cause reference works to be evaluated differently from circulating collections, and limit the data available to support decisions. Still, many libraries include them, and in some cases seek to flag reference materials that have been recently transferred to the general stacks.
**Include?**  YES / NO
* **Juvenile literature:** Most academic libraries have small collections of children’s books, and they are typically included in the analysis. Usually they are in support of an education program and are identifiable by a separate location code. Their analysis can sometimes be complicated by the fact that they are classed in Dewey or according to a local scheme, rather than conforming to the rest of the collection. If the juvenile books must be treated as exceptions, they are sometimes omitted, because the potential benefit is small relative to the additional complexity introduced.
	+ **Include?**  YES / NO (choose one)
* **Special Collections:** Including special collections can be especially useful if the library wants to see how rare these materials are in the US. Otherwise they can be excluded.
	+ **Include?**  YES / NO (choose one)
* **Theses and Dissertations:** mostly don’t circulate, almost guaranteed to be scarcely-held elsewhere. Most libraries elect to omit.
	+ **Include:** YES / NO (choose one)
1. Also consider the following three material types. If these formats are included, they can be isolated and analyzed separately if desired.

* **Music scores**: since these act like monographs, they are typically included.
	+ **Include?**  YES / NO (choose one)
* **Audio-Visual Materials:**  Compact discs, DVD’s, and other audio-visual formats can be accommodated, but are often excluded because potential space gains are modest, and because they often use accession numbering systems rather than call number classification.
	+ **Include?**  YES / NO (choose one)
* **Monographic government documents classed in LC or DDC**: In general, libraries and SCS seek to exclude Government Document monographs from analysis, largely because the FDLP rules around de-accessioning volumes require different workflows. However, some libraries have chosen to classify and shelve small numbers of Gov Docs monographs with their general circulating collections. Provided these are classed in LC or DDC and have circulation data, they can be included.
* **Include?**  YES / NO (choose one)
1. **E-Books:** SCS routinely provides matching against secure digital surrogates in HathiTrust. Separately, we can load your library’s records for e-books to determine which print books are also available as e-books, in order to show duplication. If you want to include e-books, please indicate how many records will be included. This could be only owned e-books or all e-books.
	* **Include:** YES / NO (choose one)
2. **Scope of Collection Analysis: Campuses and Branches**

Does your institution have more than one library that will be included in the analysis? Please describe briefly any branch libraries or separate campus libraries that will be included. Also include any information about offsite storage locations used by the library.

**Comparator Libraries and/or Groups**

Do you want to compare your library’s holdings with the WorldCat Holdings of one or more groups of comparator libraries? YES / NO (choose one)

For guidance see the new SCS online tutorial on Establishing Your List of Comparator Libraries:

<https://www.youtube.com/watch?v=Vj8MM14mu2Q&feature=youtu.be>

You do not need to list your comparator choices. We are happy to discuss options with you during a project planning call.

**CHOICE**

Does the library want SCS to flag titles that have been reviewed in CHOICE and/or designated as CHOICE Outstanding Academic Titles (OAT)? **Include?**  YES / NO (choose one)

Please note that the SCS license to use CHOICE data requires a $550 fee. **This is not required. This is an option made available by OCLC.**

**Library Automation**

What automated library system does your library use?

When did you migrate to that system?

Approximately how far back does your circulation data extend?

**Classification Scheme(s)**

Does your library use Library of Congress classification? Dewey Decimal Classification?

Are other classification schemes used in any part of the circulating monographs collection (e.g., juvenile collection or unconverted Dewey Decimal?)

**OCLC Control Numbers**

Roughly what portion of your bibliographic records include an OCLC control number?

**Scheduling/Timetable**

Please describe your preferred timetable and/or any considerations related to schedule; e.g., when do you need to have the finished data available, or when do you need to begin to transfer or withdraw material?

**Site Visit**

Do you anticipate that an SCS visit to campus will be wanted, either to explain the data or to speak to librarians or faculty?

**Subject Selectors**

Approximately how many librarians will be involved in collection analysis decisions? [This is to gauge the number of GreenGlass users we can expect.]

**Flexible Participation**

The flexible participation model allows libraries to individually specify collection areas for consideration. If you would like to engage with the flexible participation model, please specify collection areas of interest for this process in the space below:

**Please complete this questionnaire and return to Stephanie D. Davis via email, daviss@mcls.org**

**Thank you!**