

WorldCat Collection Analysis User Guide

Second Edition



	<input type="checkbox"/> <u>Agriculture</u>
	<input type="checkbox"/> <u>Anthropology</u>
	<input type="checkbox"/> <u>Art and Architecture</u>
	<input type="checkbox"/> <u>Education</u>
	<input type="checkbox"/> <u>Engineering and Technology</u>
	<input type="checkbox"/> <u>Geography and Earth Sciences</u>
	<input type="checkbox"/> <u>History and Auxiliary Sciences</u>
	<input type="checkbox"/> <u>Language, Linguistics and Literature</u>



OCLC[™]

The world's libraries.
Connected.

WorldCat Collection Analysis User Guide

Second Edition



OCLC Online Computer Library Center, Inc.
6565 Kilgour Place, Dublin, OH 43017-3395 USA

©2009 OCLC Online Computer Library Center, Inc.
6565 Kilgour Place
Dublin, Ohio 43017-3395 USA

The following OCLC product, service and business names are trademarks or service marks of OCLC, Inc.: Collection Analysis, Conspectus, Dewey, FirstSearch and “The world’s libraries. Connected.”

In addition, the WorldCat symbol and OCLC symbol are service marks of OCLC. Third-party product and service names are trademarks or service marks of their respective owners.

OCLC grants permission to photocopy this publication as needed.

Contents

About this Guide

- Overview, x
- Typographic Conventions, xi
- Availability, xii
- Acknowledgments, xiii

1 Introduction to the WorldCat Collection Analysis Service

- 1.1, Introduction to WorldCat Collection Analysis, 1:2
- 1.2, The OCLC Conspectus, 1:4
- 1.3, Types of Analysis, 1:6
- 1.4, Analysis Dimensions, 1:11
- 1.5, Overlap, 1:17
- 1.6, Uniqueness, 1:18
- 1.7, Overlap/Uniqueness Implementation, 1:19

2 Administrative Functions

- 2.1, Introduction, 2:2
- 2.2, WorldCat Comparison (FRBR-applied), 2:4
- 2.3, Peer Comparison, 2:5
- 2.4, One-to-One Comparison, 2:7
- 2.5, Predefined Group Comparison, 2:9
- 2.6, Authoritative List Comparison, 2:11
- 2.7, ILL Analysis, 2:13
- 2.8, Circulation Analysis, 2:14
- 2.9, Secondary Groups, 2:17

3 Authorizations

- 3.1, Authorization and Password, 3:2

4 Data to Analyze

- 4.1, Individual Institutions, 4:2
- 4.2, Subscription Groups, 4:3

5 Basic Analyses

- 5.1, My Library, 5:2
- 5.2, Group Analysis, 5:5
- 5.3, Aggregated Group Analysis, 5:11
- 5.4, WorldCat Comparison, 5:15
- 5.5, WorldCat Comparison (FRBR Applied), 5:19
- 5.6, About Multi-Version Records, 5:22

6 Usage Analyses

- 6.1, Circulation Analysis: Introduction, 6:2
- 6.2, Circulation Date, 6:6
- 6.3, Circulation Frequency, 6:7
- 6.4, Circulation Ratio, 6:8
- 6.5, ILL Analyses: Introduction, 6:9
- 6.6, Borrower: Request Date, 6:11
- 6.7, Borrower: Request Frequency, 6:14
- 6.8, Borrower: Request Cost, 6:16
- 6.9, Lender: Request Date, 6:19
- 6.10, Lender: Request Frequency, 6:22
- 6.11, View Frequency Data by Years, 6:24

7 Authoritative Lists

- 7.1, Introduction, 7:2
- 7.2, Comparison, 7:3
- 7.3, About Multi-Version Records, 7:5
- 7.4, Overlap, 7:7
- 7.5, Uniqueness, 7:8

8 Peer Comparisons

- 8.1, Introduction, 8:2
- 8.2, Comparison Group, 8:3
- 8.3, One-to-One Comparison, 8:6
- 8.4, Overlap, 8:7
- 8.5, Uniqueness, 8:8

9 Secondary Groups

- 9.1, Introduction, 9:2
- 9.2, Secondary Group, 9:3
- 9.3, Aggregated Secondary Group, 9:6
- 9.4, Overlap, 9:9
- 9.5, Uniqueness, 9:11

10 Predefined Groups

- 10.1, Introduction, 10:2
- 10.2, Comparison, 10:4
- 10.3, Overlap, 10:7
- 10.4, Uniqueness, 10:8

11 Collection Analysis Screens

- 11.1, Analysis Results Screen, 11:2
- 11.2, Graph Display Screen, 11:5
- 11.3, Change Analysis Screen, 11:8
- 11.4, Limit Analysis Screen, 11:11

12 Export

- 12.1, Exporting Analysis Results, 12:2
- 12.2, Exporting a Title List, 12:3
- 12.3, Export a graph, 12:5

13 Support

13.1, Getting Support, 13:2

A Messages and Their Meanings

A.1, WorldCat Collection Analysis Messages, A:2

About this Guide

Chapter overview

This chapter contains information about how to use this *Guide*.

In this chapter

This chapter includes the following topics:

Section	Page
Overview	vi
Typographic Conventions	vii
Availability	viii
Acknowledgments	ix

Overview

Scope	The <i>WorldCat Collection Analysis Service User Guide</i> is a guide to the operation of the WorldCat Collection Analysis service and to the various analysis displays produced by the service.
Screen illustrations	Screen displays shown in this document are taken from OCLC development environments; these environments are typically limited in scope. Although the names of real OCLC member libraries are often shown, the associated data is displayed for demonstration purposes only and is not in any way meant to be an accurate representation of their holdings.
Audience	The <i>WorldCat Collection Analysis Service User Guide</i> is designed to assist acquisitions librarians and other library staff in identifying strengths, locating gaps, and otherwise evaluating their collections.
Superseded documents	This is the second edition of this document.

Typographic Conventions

Characters

Throughout this *Guide* the following typographical conventions are used:

Character	Name
l, l	lowercase letter <i>l</i> (el)
1, 1	digit <i>one</i>
I, l	uppercase letter <i>i</i> (eye)
O, O	upper case letter <i>o</i>
0, 0	digit <i>zero</i>

Note: These characters are not interchangeable.

Keyboard keys

Keys that you press are enclosed in angle brackets < >. The keys in this *Guide* are those found on the typical PC keyboard.

Examples: <Shift> <Alt> <F10>

Data you enter

In procedures, data that you must enter exactly as shown appears in boldface type.

Example: **luna,sci,c.**

Data you need to supply is described in brackets in italic typeface.

Example: **au** [*keyword*]

Do not type the brackets.

Availability

Available formats

The *WorldCat Collection Analysis User Guide* is available on the OCLC Web site at <http://www.oclc.org/support/documentation/collectionanalysis/using/>, as both an HTML document and a printable .pdf file.

Updates

To learn of new and revised documentation added to the OCLC Web site, subscribe to DOCupdate-L.

To subscribe, send an e-mail message to listserv@oclc.org with “subscribe DOCupdate-L [your name]” in the body of the message. Do **not** enter the brackets around your name.

This list is for announcements only; it is not a discussion list.

Acknowledgments

OCLC acknowledges the efforts of all the people who participated in producing the *WorldCat Collection Analysis Service User Guide*.

OCLC reviewers Glenda Lammers, Rob Ross, Myrtle Myers, Pete Insabella

Network reviewers Paulette Haiser, OCLC Capcon

Writer Lydia Pratt

Technical assistance Lorna Williamson

Introduction to the WorldCat Collection Analysis Service

In this chapter

This chapter contains the following topics:

Subject	Page
1.1 Introduction to WorldCat Collection Analysis	1:2
1.2 The OCLC Conspectus	1:4
1.3 Types of Analysis	1:6
1.4 Analysis Dimensions	1:11
1.5 Overlap	1:17
1.6 Uniqueness	1:18
1.7 Overlap/Uniqueness Implementation	1:19

1.1 Introduction to WorldCat Collection Analysis

The WorldCat® Collection Analysis service is a web-accessible collection analysis tool which supports multiple aspects of library collections management.

Collection Content

You can search for, display, print and download information about your collection(s) as represented by your holdings in WorldCat.

The service's subject analysis dimension presents your holdings according to the OCLC Conspectus, a proprietary three-level subject hierarchy described in [section 1.2, "The OCLC Conspectus"](#) below. In addition to subject coverage, you can view a collection's makeup in terms of other analysis dimensions that include:

- Age of materials (Publication Date)
- Languages of publication (Language)
- Material formats (Format)
- Audience levels (Audience)
- Call Number
- Relationship to other collections and to WorldCat (Library, Holding Count, Shared By)

in whatever order you choose. See [section 1.4, "Analysis Dimensions"](#) for the full list and description of all analysis dimensions.

Your library can then compare its holdings to those of:

- OCLC collections such as all of WorldCat, and the *Electronic Books* and *NetLibrary* databases
- Authoritative collection development lists such as Booklist, Books for College Libraries and Outstanding Academic Titles
- Other libraries of your own choosing, on both an individual and group level
- Other libraries chosen by OCLC for the significance and/or specialization of their collections

These comparisons show titles held in common with one or more comparison libraries (called *overlap*); titles that are unique to your own library (called *uniqueness*); titles held by one or more comparison libraries that are not owned by your library.

1.1 Introduction to WorldCat Collection Analysis (continued)

Local use

You can track how your library's collection is used within your own community via a Circulation Analysis. This analysis tracks circulation activity at the title level, with *title* defined as an item having a unique OCLC accession number. Activity of individual items (that is, copies of the same title) is shown at the barcode level.

In addition to the general collection content dimensions shown above, analysis dimensions for circulation activity include:

- Checkout date
- Location (if available)

See [section 1.4, "Analysis Dimensions"](#) for the full list and description of all analysis dimensions.

Interlibrary loan activity

You can also determine external use of your collection, as well as discover potential areas for acquisition, by tracking your collection's borrowing and lending activity within WorldCat Resource Sharing.

In addition to the general collection content dimensions shown above, analysis dimensions for borrowing and lending activity include:

- Library role (Borrower or Lender)
- Date, frequency or cost of request
- Holding status
- Copy (photocopy) vs loan

See [section 1.4, "Analysis Dimensions"](#) for the full list and description of all analysis dimensions.

Timeliness

The supporting database is updated quarterly. For newly subscribing institutions, their analyses will include all holdings information preceding the most recent quarterly database update (January, April, July, October). These institutions' holdings will become fully current with the first update after they have subscribed to the service.

Circulation Analysis. Circulation data is updated annually with the January update.

1.2 The OCLC Conspectus

The OCLC® Conspectus is a subject hierarchy consisting of divisions, categories, and subject descriptors. The Conspectus provides a framework to systematically inventory and describe library collections, and can be used with Dewey® Decimal, Library of Congress and National Library of Medicine classifications.

The Conspectus is structured in hierarchical order, from broad divisions to very specific subjects. Each level is an increasingly detailed partition of the previous level. The three levels in the OCLC Conspectus, in hierarchical order, are:

Name	Number	Description
Division	32	Divisions represent broad disciplines of knowledge. They are not tied to a specific classification scheme. Example: <i>Music</i>
Category	approximately 500	Categories represent topics within a specific division. These are correlated with LC, Dewey Decimal or NLM classification numbers. Example: Music <i>Instrumental Music</i>
Subject	approximately 7000	Subjects provide the most detailed identification within a specific category. Example: Music Instrumental Music <i>Piano Music</i>

Classification numbers

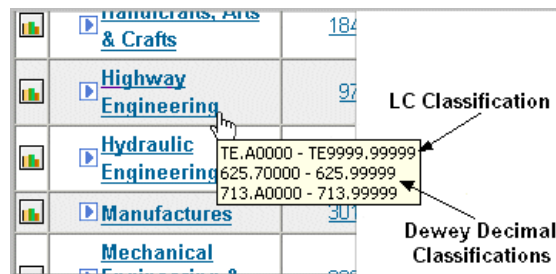
Classification numbers from the WorldCat master record are mapped to each of the divisions, categories, and subjects of the OCLC Conspectus. Library of Congress (LC) and Dewey Decimal (DDC) numbers are mapped to the same Conspectus structure. National Library of Medicine (NLM) classification numbers are mapped to six NLM-only divisions.

For Canadian users, we have included:

- FC1-4350 for Canadian history
- PS8001-8599 for Canadian literature

1.2 The OCLC Conspectus (continued)

To see these classification numbers, position (or hover) the cursor over a term so that the normal pointer becomes the hand pointer. The classification numbers will appear in a yellow box below the hand.



Classification numbers are chosen as follows:

- If the value in field 050 ‡a, Library of Congress Call Number, of the WorldCat master record does not match a value within the Conspectus, the system checks the value of each field in the list below until it finds a matching value. (See descriptions in *OCLC Bibliographic Formats and Standards*, [Oxx fields](#), for more information.)
 - 086 ‡a Government Document Classification Number
 - 060 ‡a National Library of Medicine Call Number
 - 096 ‡a Locally Assigned NLM-Type Call Number
 - 090 ‡a Locally Assigned LC-Type Call Number
 - 055 0 ‡a Classification Number Assigned in Canada; held by Library and Archives Canada
 - 055 1 ‡a Classification Number Assigned in Canada; not held by Library and Archives Canada
 - 082 ‡a Dewey Decimal Classification Number
 - 092 ‡a Locally Assigned Dewey Call Number
- If no matching values are found or there is no field 050 ‡a on the master record, the work is put in the Unknown Classification division.

1.3 Types of Analysis

The WorldCat Collection Analysis service provides five types of analyses. Libraries subscribing to the service as individual institutions have access to the Individual Library Analysis, the Individual Library Comparison and the ILL Analyses. Libraries subscribing as part of a group have access to the Group Analysis and the Aggregated Group Analysis.

Individual Library Analysis

The Individual Library Analysis presents your library's holdings — and only your library's holdings — according to your selected analysis dimensions.

Example:

	All Dates	Pre-1500	1600-1699	1700-1799
All Divisions	82009	51	761	87
Art & Architecture Totals by "Category"	2228	1	62	4
Architecture	1	8		
Arts in General	5	2	6	
Decorative Arts, Applied Arts	5		3	
Architecture	24	7	7	

For the Conspectus Category of *Architecture*, this library has eight holdings published before 1500.

This analysis is automatically created for libraries subscribing to WorldCat Collection Analysis as individual institutions and appears as *My Library* in the Basic Analyses area of the **Data to Analyze** screen.

Individual Library Comparison

An Individual Library Comparison allows you to compare your library's holdings to the collections of other OCLC member libraries. For this analysis type, you create a *comparison group* of from one to ten libraries. Within the group, titles from all group members are combined and duplicates are removed so that the group appears as a single institution. The resulting analysis is called a *Peer Comparison* (see [Chapter 8, "Peer Comparisons"](#) for more information).

Example:

Publication Date		Uniqueness							
		Data Analyzed: \$							
	Totals	Pre-1500	1600-1699	1700-1799	1800-1849	1850-1899	1900-1909	1910-1919	
All Libraries Totals by "Library":	2094	96	170	140	357	263	160		
My Library	1018	12	80	90	202	108	95		
Spokane Area	1076	80	90	50	155	155	75		

The libraries that make up the Spokane Area comparison group have a total of 80 titles published before 1500. Your library has 12 holdings published before 1500.

1.3 Types of Analysis (continued)

You must create an Individual Library Comparison using the WorldCat Services Administrative Module (see [Chapter 2, "Administrative Functions"](#)). There is no limit to the number of comparison groups that you can create, but the group name must be unique among all groups created under the same authorization. To be included in any Individual Library Comparison a library must have holdings in WorldCat.

Other applications. The Individual Library Comparison is the basis for several additional analyses that compare your library to certain specific collections. These analyses include:

- WorldCat and WorldCat (FRBR Applied) (see [Chapter 5, "Basic Analyses"](#))
- Authoritative lists, that is, selected authoritative collection development lists (see [Chapter 7, "Authoritative Lists"](#))
- Predefined groups, that is, OCLC-defined groups of libraries ([Chapter 10, "Predefined Groups"](#))

ILL Analysis

The ILL Analysis presents an individual library's borrowing and lending activity within WorldCat Resource Sharing. As Borrower you can track your activity by request date, request frequency, or request cost. As Lender you can track your activity by request date or request frequency.

Example:

	Total Titles Held	ILL Requests—by Request Frequency				
		Totals	1 Time	2-5 Times	6-10 Times	>10 Times
Divisions Totals by "Division":	188048	3299	2145	887	161	106
▶ Agriculture	4219	171	102	49	14	6
▶ Anthropology	1761	22	18	3	1	
▶ Art & Architecture	8424	48	35	5	6	2
▶ Biological Sciences	6476	419	221	149	30	19
▶ Business & Economics	12503	141	105	32	3	1
▶ Chemistry	910	42	24	15	2	1

For this library as Borrower tracking its requests by frequency, a total of 48 borrowing requests were submitted as of the last WorldCat Collection Analysis quarterly update. Thirty-five items were requested only once; two were requested more than 10 times.

The ILL Analyses are available only to libraries that subscribe to WorldCat Collection Analysis as individual institutions. You must create an analysis for My Library as Borrower and/or My Library as Lender using the WorldCat Services Administrative Module (see [Chapter 2, "Administrative Functions"](#)).

1.3 Types of Analysis (continued)

Circulation Analysis The Circulation Analysis presents the local circulation activity for an individual library's collection.

Example:

	Total Titles Held	Circulation Data—by Checkout Date			
		Total Checkouts	1999	2000	2001
Divisions Totals by "Division":	1918361	3109212	151706	506205	73175
▶ Agriculture	14867	7810	426	1332	190
▶ Anthropology	15539	45034	2336	7600	1133
▶ Art & Architecture	78046	161377	8570	23480	3891
▶ Biological Sciences	27067	46315	1765	7601	882
▶ Business & Economics	165800	209019	9317	30912	5599
▶ Classics	7557	22727	488	5227	702

This Circulation Analysis shows that this library owns a total of 15,539 titles in the Conspectus category of Anthropology. For 1999, a total of 2,336 checkouts were for titles in this category.

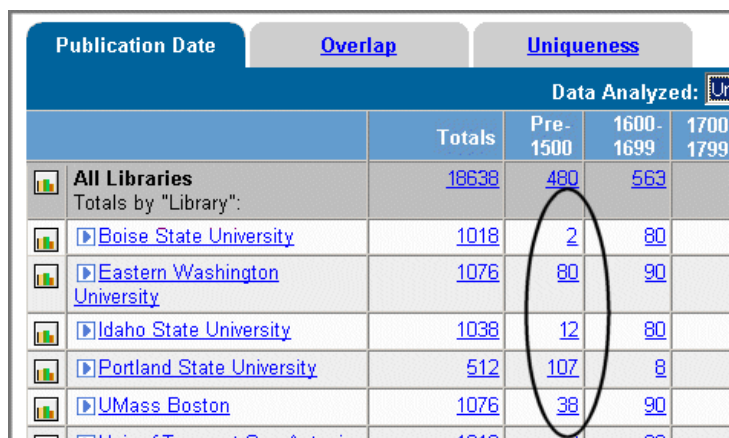
The Circulation Analysis is available only to libraries that subscribe to WorldCat Collection Analysis as individual institutions. You must create the analysis using the WorldCat Services Administrative Module (see [Chapter 2, "Administrative Functions"](#)).

1.3 Types of Analysis (continued)

Group Analysis

A Group Analysis shows the titles for the individual member libraries within a group, according to the selected analysis dimensions. This enables networks and consortia to gauge each member's strengths and deficiencies.

Example:



Publication Date		Overlap	Uniqueness		
		Totals	Pre-1500	1600-1699	1700-1799
All Libraries Totals by "Library":		18638	480	563	7
▶ Boise State University		1018	2	80	9
▶ Eastern Washington University		1076	80	90	5
▶ Idaho State University		1038	12	80	8
▶ Portland State University		512	107	8	
▶ UMass Boston		1076	38	90	5

Among the members of the group shown here, Portland State University has the greatest number of pre-1500 titles (107) and Boise State University has the least (2).

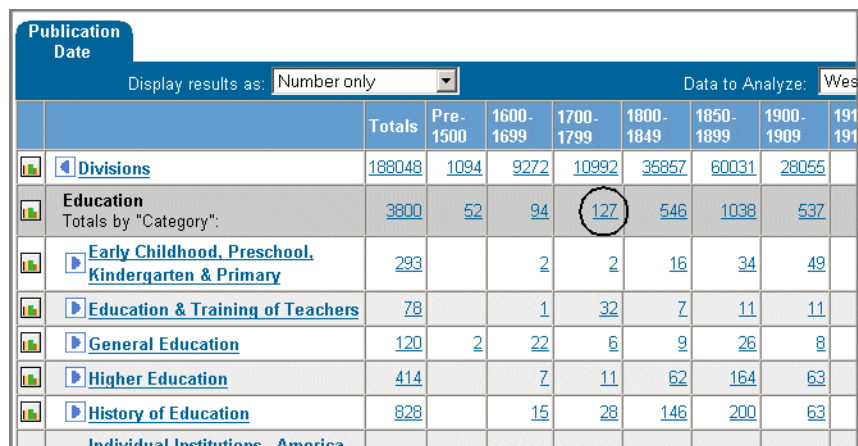
This analysis is automatically created when a group of libraries subscribes to WorldCat Collection Analysis as a Subscription Group, and appears as *[group name]* in the Basic Analyses area of the **Data to Analyze** screen.

1.3 Types of Analysis (continued)

Aggregated Group Analysis

An Aggregated Group Analysis combines the titles of all members of the Subscription Group and then removes duplicates so that the group appears as a single institution.

Example:



Publication Date	Totals	Pre-1500	1600-1699	1700-1799	1800-1849	1850-1899	1900-1909	1910-1919
Divisions	188048	1094	9272	10992	35857	60031	28055	
Education Totals by "Category":	3800	52	94	127	546	1038	537	
Early Childhood, Preschool, Kindergarten & Primary	293		2	2	16	34	49	
Education & Training of Teachers	78		1	32	7	11	11	
General Education	120	2	22	6	9	26	8	
Higher Education	414		7	11	62	164	63	
History of Education	828		15	28	146	200	63	
Individual Institutions - America								

In the *Education* division, this group collectively holds 127 titles falling in the 1700-1799 date range.

This analysis is automatically created when a group of libraries subscribes to WorldCat Collection Analysis as a Subscription Group, and appears as [*group name (Aggregated)*] in the Basic Analyses area of the **Data to Analyze** screen.

Other applications. The Aggregated Group Analysis is the basis for several additional analyses that compare your group's holdings to certain specific collections. These analyses include:

- WorldCat (see [Chapter 5, "Basic Analyses"](#))
- Authoritative lists, that is, selected authoritative collection development lists (see [Chapter 7, "Authoritative Lists"](#))
- Secondary groups:, that is subsets of the Subscription Group (see [Chapter 9, "Secondary Groups"](#))
- Predefined groups, that is, OCLC-defined groups of libraries (see [Chapter 10, "Predefined Groups"](#))

1.4 Analysis Dimensions

The service allows you view your collection from a number of different aspects called *analysis dimensions*, and to manipulate the order in which the dimensions are displayed. The additional dimensions are: Publication Date, Language, Format, Audience, Library, Library Role (Borrower or Lender), Holding Count, Holding Status, Copy vs Loan.

Not all dimensions are available for all analysis types.

Publication Date

Publication dates are grouped into these ranges:

Pre-1500	1900-1909	1960-1969	2002	2008
1500-1599	1910-1919	1970-1979	2003	2009
1600-1699	1920-1929	1980-1989	2004	Other
1700-1799	1930-1939	1990-1999	2005	
1800-1849	1940-1949	2000	2006	
1850-1899	1950-1959	2001	2007	

Publication date ranges will change as additional years are added.

Date ranges are based on MARC record fields:

- 008, bytes 7-10 (Date 1)
- 260 Ꞥc (Date of publication, distribution, etc.)

Call Number

You can limit your analysis by LC, Dewey, or NLM call number. Limiting by call number results in the list of records from the Conspectus Subject that contains the call number you entered. The more precise the call number, the narrower your results.

Entering...	Results in all titles from...
ND27	Art & Architecture > Painting > Painting (ND0-9999)
ND1640	Art & Architecture > Painting > Examination and Conservation of Paintings (ND1630-1662)
730	Art & Architecture > Sculpture > Sculpture (730-735)
732.4	Art & Architecture > Sculpture > History - Special Countries (730.9; 732.4; 732.6-732.7; 732.9)
WG595	Medicine by Body System > Cardiovascular System > Cardiovascular System (WG595)
WG595.M38	Medicine by Body System > Cardiovascular System > Mesenteric Arteries (WG595.M38)

Note: You must enter a single call number such as *ND1630*. You cannot enter a range such as *ND1630-1640*.

1.4 Analysis Dimensions (continued)

Language

Sixty-eight languages from the *MARC Code List for Languages* appear as analysis results. The remaining languages are grouped under *Other*.

Afrikaans	Danish	Indonesian	Norwegian	Tagalog
Albanian	Dutch	Irish	Ottoman Turkish	Tamil
Arabic	English	Italian	Panjabi	Telugu
Armenian	Estonian	Japanese	Persian	Thai
Azerbaijani	Finnish	Kannada	Polish	Tibetan
Belarusian	French	Kazakh	Portuguese	Turkish
Bengali	Georgian	Korean	Romanian	Ukrainian
Bosnian	German	Kurdish	Russian	Urdu
Bulgarian	Greek, Modern (1453-)	Kyrgyz	Sanskrit	Uzbek
Burmese	Gujarati	Latin	Serbian	Vietnamese
Catalan	Hebrew	Lithuanian	Slovak	Yiddish
Chinese	Hindi	Macedonian	Slovenian	Other
Croatian	Hungarian	Malay	Spanish	
Czech	Icelandic	Marathi	Swedish	

The actual language of an item will always display on a List of Records and on its Detailed Record.

Language is based on MARC record Field 008, bytes 35-37 (Language)

Audience

The WorldCat Collection Analysis service uses the same levels and the same mapping criteria as the OCLC FirstSearch Service: *Adult* and *Juvenile*.

Audience is based on MARC record Field 008, byte 22 (Target audience).

Library

When the selected analysis includes institutions in addition to your library, results may be displayed by individual library name. See [Individual Library Comparison](#) and [Group Analysis](#).

1.4 Analysis Dimensions (continued)

Format

The WorldCat Collection Analysis service uses these material types.

Archival Materials	Continually Updated Resources, Electronic	Serial Publications, Electronic
Archival Materials, Electronic	Continually Updated Resources, Microform	Serial Publications, Microform
Archival Materials, Microform	Maps	Sound Recordings
Articles	Maps, Electronic	Sound Recordings, Electronic
Articles, Electronic	Maps, Microform	Sound Recordings, Microform
Articles, Microform	Musical Scores	Texts, Electronic
Books	Musical Scores, Electronic	Visual Materials
Books, Microform	Musical Scores, Microform	Visual Materials, Electronic
Computer Files	Serial Publications	Visual Materials, Microform
	Continually Updated Resources	

Format is based on the MARC record Leader (LDR), bytes 6 (Type of Record) and 7 (Bibliographic level).

Holding status

For a *My Library as Borrower* ILL Analysis, this dimension shows how many borrowing requests were submitted for items not owned by the library. This dimension is not available for a *My Library as Lender* analysis.

1.4 Analysis Dimensions (continued)

Holding count

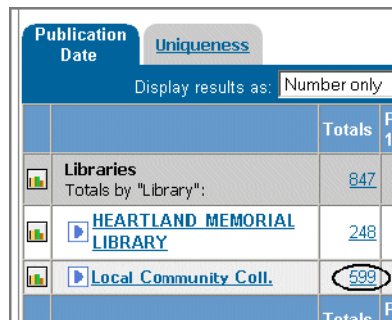
When the selected analysis involves a comparison between:

- An individual library and a group of libraries, or
- An aggregated group analysis and another aggregated group

results may be displayed according to the number of libraries within a group that hold a given title.

Example:

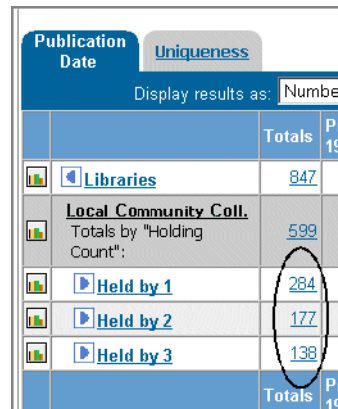
This Individual Library Comparison is between the Heartland Memorial Library and a local group consisting of three community college libraries. Heartland Memorial Library holds a total of 248 titles, and the group holds a total of 599 titles.



Publication Date	Uniqueness	Totals	Pr 19
Display results as: Number only			
Libraries	Totals by "Library":	847	
HEARTLAND MEMORIAL LIBRARY		248	
Local Community Coll.		599	
		Totals	Pr 19

Expanding *Local Community Coll.* shows that of the group's 599 titles:

- 284 are held by only one of the libraries
- 177 are held by two of the libraries
- 138 are held by all three libraries



Publication Date	Uniqueness	Totals	Pr 19
Display results as: Number			
Libraries		847	
Local Community Coll.	Totals by "Holding Count":	599	
Held by 1		284	
Held by 2		177	
Held by 3		138	
		Totals	Pr 19

See [Individual Library Comparison](#) and [Aggregated Group Analysis](#).

1.4 Analysis Dimensions (continued)

Shared By For a WorldCat Comparison, this dimension shows how widely a given item is held within WorldCat.

Individual institutions. For a library subscribing as an individual institution, the analysis indicates how many of your library's holdings are:

- Unique to your collection, that is, held in WorldCat only by your library
- Held in WorldCat by your library and by only one other library
- Held in WorldCat by your library and by two other libraries
- Held in WorldCat by your library and by three other libraries

and so on up to held by your library and by more than 10 other libraries in WorldCat

Groups. For a library subscribing as a member of a group, WorldCat Collection Analysis combines the titles of all the group member libraries and removes duplicates, treating the group as though it were a single institution. This combined (or *aggregated*) group is compared to all of WorldCat and the analysis indicates how many of the group's holdings are held in WorldCat:

- Only within your group
- Within your group and held by only one other library that is not a member of your group
- Within your group and held by two other libraries that are not members of your group
- Within your group and held by three other libraries that are not members of your group

and so on up to held within your group and by more than 10 other libraries that are not members of your group.

Borrower/lender For any analysis of ILL activity a library is identified as either the Borrower or the Lender.

Request Date For ILL Analyses this dimension shows the total number of items requested (Borrower) or shipped (Lender). You can view data by annual or quarterly totals.

Request Frequency For ILL Analyses this dimension shows how often a request was submitted (Borrower) or shipped (Lender). You can view aggregate or annual totals

Request Cost For ILL Analyses this dimension shows how much your library paid (in ranges of U.S. dollars) for items you borrowed.

1.4 Analysis Dimensions (continued)

Copy vs loan

For a *My Library as Borrower* ILL Analysis, this dimension shows how many borrowing requests were submitted for physical items that the library expects to ship back to the Lender (*loan* - such as books or videos) as opposed to items that it does not expect to ship back to the Lender (*copy* - such as copies of journal articles).

For a *My Library as Lender* analysis, this dimension shows how many items were shipped that the Lender expects to be returned and checked back into its collection (*loan* - such as books or videos) as opposed to items that it does not expect to be returned (*copy* - such as copies of journal articles).

Checkout Date

For a Circulation Analysis, this dimension identifies the year in which items were checked out.

Location

For a Circulation Analysis, this dimension identifies the specific library or collection from which items were checked out, for example: *Juvenile* or *Popular Reading*.

1.5 Overlap

The Overlap view of an analysis shows the number of titles your library holds in common with other libraries/institutions. This view is available for Group Analyses (Chapter 5), Authoritative List Comparisons (Chapter 7), Peer Comparisons (Chapter 8), Secondary Groups (Chapter 9) and Predefined Groups (Chapter 10). See the relevant chapter for details.

Peer, One-to-one, Predefined Groups

For these comparisons, Overlap shows the number of titles that the subscribing library owns jointly with the collective titles (duplicates removed) of an individual peer institution (One-to-one comparison), of its two- to ten-member Comparison Group (Peer Comparison), or of an OCLC-defined group (Predefined Group).

Example: Peer Comparison

Publication Date		Uniqueness		
View Library Names		Data Analyzed: Spokane		
		Totals	Unique	Overlap
Libraries Totals by "Library":				
	My Library	586101	584213	18188
	Spokane Area	857122	855234	18188

For this comparison:

- Your library owns a total of 586,101 holdings.
- The Spokane Area group collectively owns 857,122 titles.
- Your library and the group own 18,188 titles in common.

Group, Secondary group, Predefined group

For these analyses, Overlap is the number of titles each library owns jointly with another library in the group.

Example: Group Analysis

Publication Date		Overlap			Uniqueness		
View Library Names		Data Analyzed: Western Group					
		OIP	WEA	ONB			
Libraries Totals by "Library":		8638	1880	2060			
	Boise State University (OIP)	1018	1076	1038			
	Eastern Washington University (WEA)	1076	1180	90			
	Idaho State University (ONB)	1038	90	80			
	Portland State (ORZ)	512	100	80			
	UMass Boston (BMU)	1076	80	90			

Among the members of the Western Group:

- Eastern Washington University (WEA) holds 1076 titles in common with Boise State University (OIP)
- Portland State University (ORZ) holds 80 titles in common with Idaho State University (ONB)

1.6 Uniqueness

The Uniqueness view of an analysis shows how many of your library's titles are held by you alone. This view is available for Group Analyses (Chapter 5), Peer Comparisons (Chapter 8), Secondary Groups (Chapter 9) and Predefined Groups (Chapter 10). See the relevant chapter for details.

Peer, One-to-one, Predefined Group

For these comparisons, Uniqueness shows how many of a library's titles are **not** shared with an individual peer institution (One-to-one comparison), with its two- to ten-member Comparison Group (Peer Comparison), or with an OCLC-defined group (Predefined Group).

Example: Peer Comparison

Publication Date		Uniqueness		
Data Analyzed: [S]				
		Totals	Unique	Overlap
Libraries Totals by "Library":				
▶ My Library		652489	636888	15601
▶ Tacoma Area		53986	38385	15601

For this comparison:

- Your library owns a total of 652,489 holdings; 636,888 are owned by you exclusively and 15,601 are also owned by the Tacoma Area group.
- The Tacoma Area group collectively owns 53,986 titles; 38,385 are owned within the group and 15,601 are also owned by your library.

Group, Secondary Group, Predefined Group

For these analyses, Uniqueness shows how many of a library's titles are shared with one group member, two group members, three group members, and so on.

Example: Group Analysis

Publication Date		Overlap	Uniqueness			
Data Analyzed: Western Group						
		Totals	Unique	Shared by 2	Shared by 3	Shared by 4
Libraries Totals by "Library":		3021138	16638	80	60	2
▶ Boise State University		26638	1018	2	80	90
▶ Eastern Washington University		37439	1076	80	90	50
▶ Idaho State University		105298	1038	2	80	80
▶ Portland State University		43664	512	100	8	6
▶ UMass Boston		27499	1076	80	90	50
▶ Univ of Texas at San Antonin		2999	1018	2	80	90

Among the members of the Western Group, Eastern Washington University has:

- 80 titles that are shared with one other member of the group
- 90 titles that are shared with two other members of the group
- 50 titles that are shared with three other members of the group

1.7 Overlap/Uniqueness Implementation

For any given item, within the WorldCat Collection Analysis service *uniqueness* is defined as the lack of an identical record within the comparison library or group. Record matching is based on the OCLC number assigned to each record. Since libraries set their holdings on specific records, those libraries who have set their holdings on the same record (with its unique OCLC number) will match when a comparison is created.

Various differences in the makeup of an item trigger creation of a new record. Such differences can include:

- additional author (textbooks)
- illustrations
- language/translator
- material type (book vs recorded CD)
- different publisher (U.S. vs Europe)

The creation of a new record—and therefore a new OCLC number—prevents matching for different formats of what is essentially the same intellectual content.

Example: overlap

The screenshot displays the WorldCat Collection Analysis interface for the record 'Don Quijote de la Mancha' (OCLC 20459410). The record details include: OCLC 20459410, No holdings in OCL - 9 other holdings, Entered 19891009, Replaced 20000622160108.0, Type a, ELvl I, Srce d, Audn, Ctrl, Lang spa, BLvl m, Form, Conf 0, Blog, MRec, Ctry nyu, Cont, GPub, LRF 1, Indx 0, Desc a, Ills bf, Fest 0, DtSt s, Dates 1966. The record is published by Las Americas Pub. Co., c1966. Below the record details is a 'Uniqueness' comparison table for the 'Old South Group'.

Libraries	Totals	Unique	Overlap
Totals by "Library":			
▶ ATLANTA UNIV (AUU)	374010	373976	34
▶ OLD SOUTH GROUP	188048	188014	34
Totals			

This edition of *Don Quijote* (OCLC 20459410, Las Americas Publishing, 1966) is held by 9 libraries which include Atlanta University (Atlanta, GA) and the University of South Carolina (Columbia, SC). In a comparison between:

- Atlanta University and the University of South Carolina, **or**
- Atlanta University and a group that includes the University of South Carolina (shown above)

this title is counted in the *Overlap* column since both libraries have set holdings on the same OCLC record.

1.7 Overlap/Uniqueness Implementation (continued)

Example: uniqueness

The screenshot shows two OCLC records for 'Aventuras de Don Quijote'. The first record has OCLC 20459419 and the second has OCLC 15714565. Both are circled. Below the records is a 'Uniqueness' table with the following data:

Libraries	Totals	Unique	Overlap
Totals by "Library":			
ATLANTA UNIV (AUU)	374010	373116	894
JACKSONVILLE UNIV (AJB)	462387	461493	894
Totals			

- Atlanta University and the Jacksonville State University (shown), **or**
- Atlanta University and a group that includes Jacksonville State University

this title is counted in the *Unique* column for both Atlanta University and Jacksonville State or Jacksonville State's group since the libraries have set holdings on different OCLC records.

Example: group overlap

If Atlanta University and the University of South Carolina are members of the same Subscription group, *Don Quixote* (OCLC 20459410) is counted for each library on the Overlap tab because they have set holdings on the same OCLC record.

The screenshot shows the 'Overlap' tab with the following table:

Libraries	AUU	SCN	SUC	I/J
Totals by "Library":				
ATLANTA UNIV (AUU)	374010	111865	119983	12
CITADEL (SCN)	111865	462387	160515	16
UNIV OF SOUTH CAROLINA (SUC)	119983	160515	473919	21
UNIV OF SOUTH CAROLINA (AU)	121731	168959	216859	45

1.7 Overlap/Uniqueness Implementation (continued)

Example: group uniqueness

If Atlanta University and the University of South Carolina are members of the same Subscription Group, *Don Quixote* (OCLC 20459410) is counted in the *Shared by 2* column on the Uniqueness tab because both libraries have set holdings on the same OCLC record. (assuming no other library in the group has set holdings on this record).

Publication Date		Overlap		Uniqueness		
Display results as: <input type="text" value="Number only"/>		Data to Analyze: <input type="text" value="Old South Group"/>				
		Totals	Unique	Shared by 2	Shared by 3	Shared by 4
Libraries						
Totals by "Library":						
	▶ ATLANTA UNIV (AUU)	374010	139178	69145	53899	10000
	▶ CITADEL (SCN)	462387	130095	95194	71233	10000
	▶ UNIV OF GEORGIA (CAGUA)	473919	125967	100481	76986	10000
	▶ UNIV OF SOUTH CAROLINA (SUC)	675248	110643	306893	71194	10000

If Jacksonville University is also a member of this same Subscription Group, its *Don Quixote* (OCLC 15714565) is counted in the *Unique* column (assuming no other library in the group has set holdings on this record).

Publication Date		Overlap		Uniqueness		
Display results as: <input type="text" value="Number only"/>		Data to Analyze: <input type="text" value="Old South Group"/>				
		Totals	Unique	Shared by 2	Shared by 3	Shared by 4
Libraries						
Totals by "Library":						
	▶ ATLANTA UNIV (AUU)	374010	139178	69145	53899	10000
	▶ CITADEL (SCN)	462387	130095	95194	71233	10000
	▶ UNIV OF GEORGIA (CAGUA)	473919	125967	100481	76986	10000
	▶ UNIV OF SOUTH CAROLINA (SUC)	430623	30095	7123	14	10000
	▶ JACKSONVILLE UNIV (AJB)	41449	10850	7292	10000	10000
	▶ SIMON FRASER UNIV (SFR)	10000	10000	10000	10000	10000

Administrative Functions

In this chapter

This chapter contains the following topics:

Subject	Page
2.1 Introduction	2:2
2.2 WorldCat Comparison (FRBR-applied)	2:4
2.3 Peer Comparison	2:5
2.4 One-to-One Comparison	2:7
2.5 Predefined Group Comparison	2:9
2.6 Authoritative List Comparison	2:11
2.7 ILL Analysis	2:13
2.8 Circulation Analysis	2:14
2.9 Secondary Groups	2:16

2.1 Introduction

The WorldCat Collection Analysis service allows subscribing libraries to create groups to better determine commonalities, strengths, and weaknesses in their region and consortia.

Group creation is an administrative function; you must have a FirstSearch administrative authorization to access the WorldCat Collection Analysis *Comparisons*, *Predefined Groups* and *Authoritative Lists* screens.

Single institution subscribers. Libraries that subscribe to the WorldCat Collection Analysis service as individual institutions create *Peer Comparisons* containing at least two but no more than ten libraries, or create *one-to-one comparisons* with a single peer institution. All libraries involved in either of these comparisons must have holdings in WorldCat. You create a Peer Comparison or a one-to-one comparison on the *Comparisons* screen.

Group subscribers. Libraries that subscribe to the Service as part of a group create *Secondary Groups* from members of their Subscription Group. You create a Secondary Group on the *Groups* screen.

Single and group subscribers. Libraries can create a comparison with an OCLC-defined group or with OCLC resources such as WorldCat and the *Electronic Books* database. This type of comparison is called a *Predefined Group* comparison. You create a Predefined Group Comparison on the *Predefined Groups* screen.

Libraries can also create a comparison with authoritative collection development lists such as Booklist, Books for College Libraries and Outstanding Academic Titles. This type of comparison is called an *Authoritative List Comparison*. You create an Authoritative List Comparison on the *Authoritative Lists* screen.

Permissions

Before ordering a one-to-one comparison, you must obtain that library's permission. You can contact the library by the method of your choice. A link to a sample Permission request is provided directly below the link to Participating Institutions Search. You can also access this link from the WorldCat Collection Analysis [documentation list](#) on the OCLC Web site.

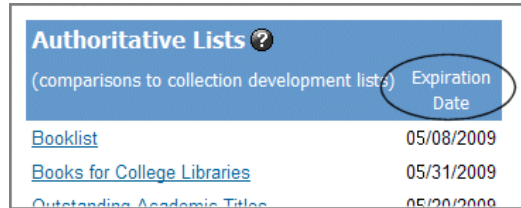
Editing groups

Once a group has been created, its members cannot be changed. If you want to add a new member to a group or delete one of the members, you must delete the group and then re-create it with your changes.

2.1 Introduction (continued)

Comparison/group expiration

Because comparisons/groups require a significant amount of storage space, they are created with a renewable life span of 120 calendar days. An expiration date is calculated when the comparison is first created, and displayed next to its link on the Data to Analyze screen.



Authoritative Lists [?]	
(comparisons to collection development lists)	
	Expiration Date
Booklist	05/08/2009
Books for College Libraries	05/31/2009
Outstanding Academic Titles	05/20/2009

Any Comparison or Secondary Group that is not viewed on the *Analysis Results* screen for a period of 120 calendar days is automatically deleted.

Add/delete

On both the Comparisons and Groups screens, the create and delete functions are mutually exclusive, that is, you cannot create a new group and delete an existing group with the same click of **Save Changes**. If you are trying to create a group, once you have entered a name for a new group and/or added at least one library you must:

- Complete the creation of the new group **or**
- Delete the group name and any libraries you just entered

before you can delete a group.

If you want to delete a group, once you have selected **Delete** you must complete the delete function by selecting **Save Changes** before you can create a new group.

2.2 WorldCat Comparison (FRBR-applied)

The WorldCat Comparison screen allows you to create a comparison between your collection and WorldCat in which titles are compared irrespective of format. For example, a library that owns only a recorded copy of Chancellorsville (Sears, Stephen W; Davidson, Richard M. Prince Frederick, Md : Recorded Books, 1997) will match the WorldCat record for the printed edition (Houghton-Mifflin Co., 1996). This will prevent differences in format from causing what are in fact different versions of the same title to appear as unique to a library's collection.

For additional information see: Functional Requirements for Bibliographic Records — Final report at: <http://www.ifla.org/VII/s13/frbr/frbr.htm>.

Create FRBR-applied comparison

	Action
1	Check the Apply FRBR algorithm check box.
2	Select Save Changes . Result: The comparison is created and this message appears at the top of the screen: <i>WorldCat Comparison screen changes saved:</i> <i>WorldCat Comparison requested</i> <i>Note: the analysis will be available within 7 days.</i> Warning: If you leave the screen before you select Save Changes the comparison will not be created.

Delete FRBR-applied comparison

	Action
1	If it is not already checked, check the Apply FRBR algorithm check box.
2	Select Save Changes . Result: The comparison is deleted and this message appears at the top of the screen: <i>WorldCat Comparison screen changes saved:</i> <i>WorldCat Comparison deleted</i> Warning: If you leave the screen before you select Save Changes the comparison will not be deleted.



2.3 Peer Comparison

You create a Peer Comparison by entering the institution symbols for at least two but no more than ten libraries in the **Libraries in Comparison Group** field on the *Comparisons* screen. These libraries **must** have holdings in WorldCat.

The screen provides a direct link to the *Find an OCLC library* search to help you locate these symbols. Keep in mind that a listing in *Find an OCLC library* does **not** guarantee that a library has holdings in WorldCat.

There is no limit to the number of Peer Comparisons that a single login can create.

Create peer comparison

	Action
1	Enter a name for the group in the Enter Group Name field.
2	Enter an institution symbol (upper or lower case) in the Add Symbols: field, then select Add  . Result: The institution name appears in the Libraries in Comparison Group field. Warning: If you enter a symbol for a library that has no holdings in WorldCat, an error message is displayed.
3	Repeat Step 2 until your group contains at least two but no more than ten libraries. Note: If you have accidentally entered the wrong institution symbol and added the wrong library, select the incorrect symbol in the Libraries in Comparison Group field and then select Delete  .
4	Select Save Changes . Result: The group is created and this message appears at the top of the screen: <i>Library Comparison Group added</i> <i>Note: New Library Comparison Group will be available within 7 days.</i> Warning: If you leave the screen before you select Save Changes your new group will be lost.

2.3 Peer Comparison (continued)


Display group members

You can display the members of any of your library's Comparison Groups.

To...	Do this...
Display the members of a Comparison Group	<p>Click the down arrow at the right of the Select a previously defined group field and select a group name.</p> <p>Result: The names of the members of the group appear in the text box below the field.</p>

Delete peer comparison

You can delete any Comparison Group that you have created. To delete a group:

	Action
1	Click the down arrow at the right of the Select a previously defined group: field and select the group that you want to delete.
2	<p>Select Delete Comparison Group .</p> <p>Result: A confirmation window appears.</p>
3	<p>Select OK.</p> <p>Warning: Once you select OK you must continue and delete the selected Comparison Group. You cannot reverse this step and you cannot restore the group name.</p> <p>Result: In the Select a previously defined group: field, the group name is replaced by <i>Select a group</i>.</p>
4	<p>Select Save Changes.</p> <p>Result: The group is deleted and this message appears at the top of the screen: <i>Library Comparison Groups screen changes saved: Comparison Group deleted</i></p>

2.4 One-to-One Comparison


You can create a comparison between your library and one other library, known as a one-to-one comparison. This library must have holdings in WorldCat.

There is no limit to the number of one-to-one comparisons that a single login can create.

Required permission

Before ordering a one-to-one comparison, you must obtain that library's permission. When you enter only one symbol in the Libraries in Comparison Group field and then select Save Changes, a terms and conditions reminder is automatically displayed. You can contact the library by the method of your choice. A link to a sample [Permissions request](#) is provided directly below the link to Participating Institutions Search.

Create one-to-one comparison

	Action
1	Enter a name for the group in the Enter Group Name: field.
2	<p>Enter an institution symbol (upper or lower case) in the Add Symbols: field, then select Add .</p> <p>Result: The institution name appears in the Libraries in Comparison Group field.</p> <p>Warning: If you enter a symbol for a library that has no holdings in WorldCat, an error message is displayed.</p>
3	<p>Select Save Changes.</p> <p>Result: The Reminder: Terms and Conditions window opens.</p>
4	<p>Does your library have permission from the selected library to order a one-to-one comparison?</p> <ul style="list-style-type: none"> If Yes: Enter Yes and select the OK button. Result: The group is created and this message appears at the top of the screen: <i>Library Comparison Group added</i> <i>Note: New Library Comparison Group will be available within 7 days.</i> If No: Select the OK button to close the Terms and conditions window and go to the next step.
5	Select the Permission Request Template link.
6	<p>Save the file to your workstation or copy and paste the text into your e-mail utility.</p> <p>Note: When permission arrives, send a copy to OCLC at wcapermission@oclc.org.</p>

2.4 One-to-One Comparison (continued)

Restricted Libraries Some libraries have requested that their holdings be available for multi-library comparisons only, that is, not for a one-to-one comparison. If you attempt to order a one-to-one comparisons with a library that has requested such a restriction, you will see this message after you select the OK button in the Reminder: Terms and Conditions window:

Library Comparison Groups Update problem occurred: symbol ### is only available for multi-library comparisons. To create the comparison group you must enter at least two symbols and no more than ten symbols.

Note: OCLC records no information as to why a given library has requested this restriction.

2.5 Predefined Group Comparison

An *OCLC-defined group* is a set of libraries selected by OCLC for the significance and/or specialization of their collections. For example, libraries may be grouped by:

- type (ARL libraries)
- size (large medical libraries)
- specialization (mechanical engineering)
- geographic area (Ohio community colleges)

Groupings are based on sources such as U.S. News & World Report's College and University ratings, Association for Research Libraries statistics, Hennen's American Public Library Ratings (HALPR), and additional authoritative web sites.


You can create a comparison between your library (individual subscribers) or group (group subscribers) and:

- an OCLC-defined group
- WorldCat
- OCLC's *Electronic Books* and *NetLibrary* databases

These comparisons are called *predefined group comparisons*.

There is no limit to the number of predefined group comparisons that a single login can create.


Create predefined group comparison

	Action
1	Select a category from the Select a Category list.
2	Select a subcategory from the Select a Subcategory list.
3	In the Select a Predefined Group field, select the group with which you want to compare your library's holdings.
4	Select Add  . Result: A confirmation window appears.
5	In the confirmation window, Select OK . Result: The confirmation window closes.
6	Select Save Changes . Result: A confirmation message appears at the top of the screen and the group you selected appears in the Choose a Predefined Group Comparison to delete field. Warning: If you leave the screen before you select Save Changes the comparison will not be created.

2.5 Predefined Group Comparison (continued)

Delete predefined group comparison

You can delete any predefined group comparison that you have created. To delete a comparison:

	Action
1	In the Choose a Predefined Group Comparison to delete field, select the comparison you want to delete.
2	Select Delete  . Result: A confirmation window appears.
3	Select OK . Warning: Once you select OK you must continue and delete the selected comparison. You cannot reverse this step and you cannot restore the comparison. Result: The comparison disappears from the Choose a Predefined Group Comparison to delete field.
4	Select Save Changes . Result: The group is deleted and the message appears at the top of the screen: <i>Predefined Groups screen changes saved: Predefined Group Comparison deleted.</i>

Display predefined groups

You can view the list of predefined peer groups and their member libraries.

To...	Do this...
Display existing predefined peer groups	Select the View: Predefined Groups link. Result: The <i>WorldCat Collection Analysis Predefined Groups</i> page on the OCLC Web site opens in a separate window.

2.6 Authoritative List Comparison


An Authoritative List comparison compares your library's or group's (duplicates removed) titles to an authoritative collection development list. Current lists include:

The complete set of available lists is available at: <http://www.oclc.org/support/documentation/collectionanalysis/authlists.html>.

These comparisons are called *authoritative list comparisons*.

There is no limit to the number of predefined group comparisons that a single login can create.


Create authoritative list comparison

	Action
1	Select an authoritative list from the Select an Authoritative List list.
2	Select Add  . Result: A confirmation window appears.
3	In the confirmation window, Select OK . Result: The confirmation window closes.
4	Select Save Changes . Result: A confirmation message appears at the top of the screen and the group you selected appears in the Choose an Authoritative List Comparison to delete field. Warning: If you leave the screen before you select Save Changes the comparison will not be created.

2.6 Authoritative List Comparison (continued)

Delete authoritative list comparison

You can delete any authoritative list comparison that you have created. To delete a comparison:

	Action
1	In the Choose an Authoritative List Comparison to delete field, select the comparison you want to delete.
2	Select Delete  . Result: A confirmation window appears.
3	Select OK . Warning: Once you select OK you must continue and delete the selected comparison. You cannot reverse this step and you cannot restore the comparison. Result: The comparison disappears from the Choose an Authoritative List Comparison to delete field.
4	Select Save Changes . Result: The group is deleted and the message appears at the top of the screen: <i>Authoritative Lists screen changes saved:</i> <i>Authoritative List deleted.</i>

Display authoritative list comparison


You can view all authoritative lists available for comparison.

To...	Do this...
Display existing authoritative lists	Select the View: Authoritative Lists link. Result: The <i>WorldCat Collection Analysis Authoritative Lists</i> page on the OCLC Web site opens in a separate window.


2.7 ILL Analysis

You create an ILL Analysis by selecting My Library as Lender or My Library as Borrower in the **Select an ILL Analysis** field on the *ILL Analyses* screen.

Create an ILL Analysis

	Action
1	Select My Library as Borrower or My Library as Lender from the Select an ILL Analysis list.
2	Select Add  . Result: A confirmation window appears.
3	In the confirmation window, Select OK . Result: The confirmation window closes.
4	Select Save Changes . Result: A confirmation message appears at the top of the screen and the analysis you selected appears in the Choose an ILL Analysis to delete field. Warning: If you leave the screen before you select Save Changes the comparison will not be created.

Delete an ILL Analysis You can delete any ILL Analysis that you have created. To delete an analysis:

	Action
1	In the Choose an ILL Analysis to delete field, select the analysis you want to delete.
2	Select Delete  . Result: A confirmation window appears.
3	Select OK . Warning: Once you select OK you must continue and delete the selected comparison. You cannot reverse this step and you cannot restore the comparison. Result: The comparison disappears from the Choose an ILL Analysis to delete field.
4	Select Save Changes . Result: The group is deleted and the message appears at the top of the screen: <i>ILL Analysis deleted.</i>

2.8 Circulation Analysis

The Circulation Analysis screen allows libraries subscribing as individual institutions to create an analysis showing how a library's collection is used within its local community. A Circulation Analysis tracks circulation activity at the title level, with *title* defined as an item having a unique OCLC accession number.

Circulation report

A Circulation Analysis is based on a report that you generate from your ILS system. You must first generate this report, then upload it to OCLC. This report should include all items circulated within a given date range and may contain up to five (5) years of data.

The report may be in XML (preferred) or tab-delimited format.

Data elements. These fields are required for each circulation transaction:

- OCLC institution symbol
- OCLC accession number
- Barcode
- Item location (for example, *Popular Reading Collection*)
Note: This field cannot be left blank; however, you may use any term, for example: *none, main, general*, or a term of your own choosing.
- Checkout date

This field is optional for each circulation transaction:

- Check-in date

These data elements are described in the table below.

Note: The data elements must appear in the order shown.

Element	Definition	Required?
OCLCSym	OCLC institution symbol Example: LUU	Y
OCLC	OCLC accession Number Example: 44016390	Y
ItemID	Barcode Example: 2100045836	Y
OwnLoc	Item location Example: Popular Reading Collection	Y
ChOutDt	Checkout date in <i>mm/dd/yyyy</i> format Example: 09/28/2004	Y
ChInDt	Check-in date in <i>mm/dd/yyyy</i> format Example: 11/20/2004	N

See [XML](#) or [Tab-delimited](#) for examples.

2.8 Circulation Analysis (continued)

Create a Circulation Analysis

Before you begin: In order to create a circulation analysis you will need the OCLC Product Services Web (PS Web) login and password for the OCLC symbol for which you are creating the analysis.

	Action
1	Run a circulation report as described above.
2	Log on to the WorldCat Services Administrative Module at: http://firstsearch.oclc.org/admin/ . Note: Be sure to use a login/password that provides access to WorldCat Collection Analysis.
3	Select the Collection Analysis tab, then select Circulation Analysis in the menu on the left of the screen. Result: The Collection Analysis > Circulation Analysis screen appears.
4	Check the Add Circulation Analysis check box. Caution: If the check box is checked, a circulation analysis has already been requested/created for this library/OCLC symbol. OCLC recommends that you: 1. Take no further action on the Collection Analysis > Circulation Analysis screen. 2. Confer initially with your local staff, then contact support@oclc if further clarification is needed.
5	Select Save Changes . Result: This message appears at the top of the screen: <i>Circulation Analysis screen changes saved: analysis requested.</i> <i>Note: Upon receipt of your circulation data, we will provide your analysis within 14 days</i>
6	Select the Upload your data as an .xml or tab-delimited text file link. Result: The OCLC PSWeb Login window opens.
7	Enter your WCAS authorization and password, then select Enter . Result: The WorldCat Collection Analysis Circulation Statistics Upload screen appears.
8	Enter a contact name and e-mail address, then verify that the OCLC Symbol shown is correct. Note: If the symbol is not correct you must close the PSWeb window via the Close icon in the upper right corner and log in again with the authorization and password for the correct OCLC Symbol.
9	Select the I Agree button below the Terms and Conditions box. Result: The File uploads screen appears.
10	Select the first Browse button. Result: The Choose file window opens.

2.8 Circulation Analysis (continued)

	Action
11	<p>Navigate to the directory containing your circulation report, then highlight the file you want to upload and select the Open button.</p> <p>Result: The complete file path appears in the text box to the left of the Browse button you selected.</p>
12	<p>Do you want to upload additional files?</p> <ul style="list-style-type: none"> • If Yes: Go to Step 7 and select the next Browse button. • If No: Go to the next step. <p>Result: The File uploads screen appears.</p>
13	<p>Select the Upload files button.</p> <p>Result: All of the file pathname boxes are cleared and this message appears above the set of boxes: All of the file pathname boxes are cleared and this message appears above the set of boxes:</p> <p style="text-align: center;"><i>Successfully uploaded '< filename >'.</i></p>
14	<p>Close the PSWeb window via the Close icon in the upper right corner and return to the Collection Analysis > Circulation Analysis screen.</p> <p>Result: Within three business days (typically) you will receive an e-mail that either confirms your data's receipt and usability or asks for additional data. Once your data is accepted your Circulation Analysis should appear on the Data to Analyze screen within 14 days.</p>

Delete a Circulation Analysis

	Action
1	<p>Log on to the WorldCat Services Administrative Module at: http://firstsearch.oclc.org/admin/.</p> <p>Note: Be sure to use a login/password that provides access to WorldCat Collection Analysis.</p>
2	<p>Select the Collection Analysis tab, then select Circulation Analysis in the menu on the left of the screen.</p> <p>Result: The Collection Analysis > Circulation Analysis screen appears.</p>
3	<p>Un-check the Add Circulation Analysis check box.</p> <p>Caution: If the check box is blank, this library/OCLC symbol has no circulation analysis. OCLC recommends that you:</p> <ol style="list-style-type: none"> 1. Take no further action on the Collection Analysis > Circulation Analysis screen. 2. Confer initially with your local staff, then contact support@oclc if further clarification is needed.
4	<p>Select Save Changes.</p> <p>Result: This message appears at the top of the screen:</p> <p style="text-align: center;"><i>Circulation Analysis screen changes saved: analysis deleted.</i></p>

2.9 Secondary Groups

You create a Secondary Group by entering the names of members of your Subscription Group in the **Libraries/Groups Included** field on the *Groups* screen.



A Secondary Group may contain:

- Any member of the group through which you subscribed to WorldCat Collection Analysis
- Any previously created Secondary Group.

There is no limit to the number of Secondary Groups that a single login can create.

Create secondary group

A Secondary Group must include at least two institution symbols/group names. A Secondary Group name need not be unique to an institution, but it must be unique among all Secondary Groups created under the same authorization. To create a Secondary Group:

	Action
1	Enter a name for the Secondary Group in the Enter Group Analysis Name: field.
2	Select an institution or Secondary Group name in the All Libraries/Groups field, then select Add  . Result: The name appears in the Libraries/Groups Included field.
3	Repeat Step 2 at least once or until you have selected all libraries/Secondary Groups that you want to include in the new group. Note: If you accidentally add the wrong library or Secondary Group, select the incorrect name in the Libraries/Groups Included field and then select Remove  .
4	Select Save Changes . Result: The Secondary Group is created and this message appears at the top of the screen: <i>Groups screen changes saved:</i> <i>Group analysis added</i> Warning: If you leave the screen before you select Save Changes your new Secondary Group will be lost.

For each Secondary Group you create, both a Group Analysis and an Aggregated Group Analysis are generated.

2.9 Secondary Groups (continued)

Display group members


You can display the members of any of your library's Secondary Groups.

To...	Do this...
Display the members of a Secondary Group	<p>Click the down arrow at the right of the Select a previously defined group field and select a group name.</p> <p>Result: The names of the members of the group appear in the text box below the field.</p>

Delete secondary group

You can delete any Secondary Group that you have created.

Before you begin: Please review [Dependent secondary groups](#) below.

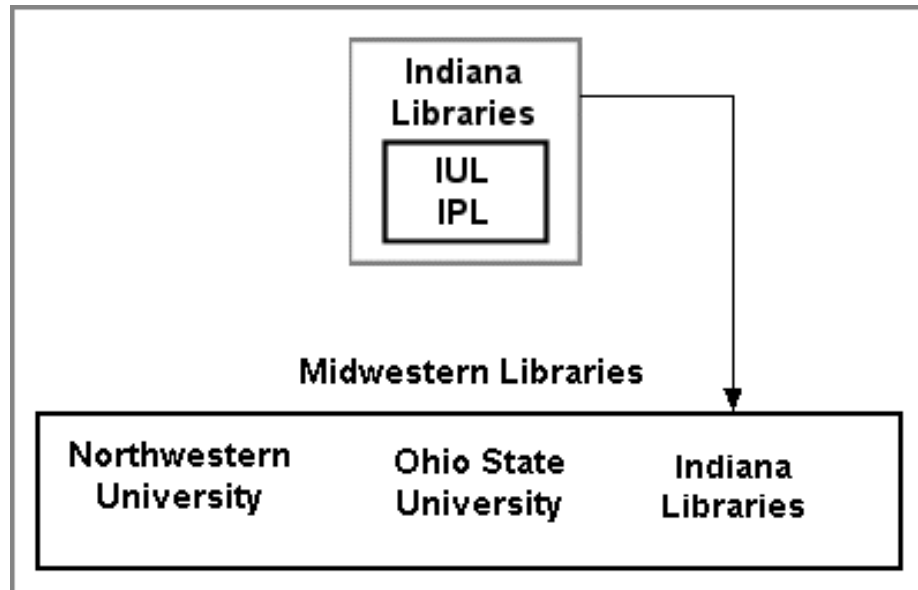
	Action
1	Click the down arrow at the right of the Select a previously defined group: field and select the Secondary Group that you want to delete.
2	<p>Select Delete Group Analysis .</p> <p>Result: A confirmation window appears and in the Select a previously defined group: field, the group name is replaced by — <i>Select a group</i> — .</p>
3	<p>Select OK.</p> <p>Warning: Once you select OK you must continue and delete the selected Sub-group. You cannot reverse this step and you cannot restore the group name.</p>
4	<p>Select Save Changes.</p> <p>Result: The Secondary Group is deleted and this message appears at the top of the screen: <i>Groups screen changes saved: Group Analysis deleted.</i></p>

2.9 Secondary Groups (continued)

Dependent secondary groups

Once a Secondary Group has been created, the WorldCat Collection Analysis service treats the Secondary Group like an institution. This means that anyone with proper authorization can include this Secondary Group in a Secondary Group of their own.

Example:



Once a Secondary Group has been included in another Secondary Group, it creates a *dependent Secondary Group*. This means that the later Secondary Group becomes tied to (or *dependent* upon) the earlier Secondary Group that it now includes. Specifically, in the above example, if the earlier Secondary Group (Indiana Libraries) is deleted, the Midwestern Libraries Secondary Group is also deleted.

You should review the members of any Secondary Group before deleting it, and exercise extreme caution in deleting any Secondary Group that is contained in one or more additional Secondary Groups. If you try to delete a Secondary Group that is contained in another Secondary Group, the resulting confirmation message will list the other Secondary Groups that will be deleted.

Authorizations

In this chapter

This chapter contains the following topics:

Subject	Page
2.1 Authorization and Password	2:2

3.1 Authorization and Password

Access to the WorldCat® Collection Analysis service is via the OCLC FirstSearch® service. A staff authorization, assigned by your library's FirstSearch administrator, is required.

Note: If your library subscribes to WorldCat Collection Analysis both as an individual institution and as part of a group, you will have a separate authorization / password for each subscription.

Access

To access WorldCat Collection Analysis:

	Action
1	Log in to FirstSearch and select the Collection Analysis tab.
2	Enter your User Name and Password, then select the I agree to the terms and conditions button. Result: <ul style="list-style-type: none">• If your library has subscribed to WorldCat Collection Analysis as an individual institution, the Individual Library Analysis screen appears.• If your library has subscribed to WorldCat Collection Analysis as part of a group, the Group Analysis screen appears.

Problems?

If you receive any of these messages:

- Mismatched user name/password pair
- Invalid Authorization/Password
- The authorization is not a valid authorization in FirstSearch

or a similar message, contact your library's FirstSearch administrator.

If you receive any of these messages:

- The number of simultaneous users for this authorization has been exceeded.
- Your access to FirstSearch has expired.
- Your authorization is not valid for FirstSearch because you are out of searches.
- Temporary System Error

advise your FirstSearch administrator to contact your regional service provider or OCLC Support immediately.

Data to Analyze

In this chapter

The Data to Analyze screen serves as the entry or home page for the WorldCat Collection Analysis service. This page presents all of the analyses available to your library or group.

Only the Basic Analyses are furnished automatically. All other analyses must be explicitly created within the WorldCat Services Administrative Module.

This chapter contains the following topics:

Subject	Page
4.1 Individual Institutions	4:2
4.2 Subscription Groups	4:3

4.1 Individual Institutions

These analysis groups are available to libraries that have subscribed to the WorldCat Collection Analysis service as individual institutions:

Basic analyses

My Library. This analysis presents your library's holdings according to the analysis dimensions that you have selected.

WorldCat Comparison. This analysis compares your library's holdings to all of WorldCat and shows how many of your holdings are unique to your collection and how many are held by other libraries as well.

See [Chapter 5, "Basic Analyses"](#) for more information.

Usage analyses

These analysis presents information about how your library's collection is used within your local community (Circulation Analysis) and by other libraries or patrons at a distance (My Library as Lender). The screen also shows how your library accesses other libraries' collections to meet patron needs (My Library as Borrower). You can review your activity by:

- date
- frequency
- ratio (total checkouts to items held and average circulations per title)(Circulation Analysis only)
- request cost (ILL borrowing activity only)

See [Chapter 6, "Usage Analyses"](#) for more information.

Authoritative lists

This analysis compares your library's titles to an authoritative collection development list, according to the analysis dimensions that you select.

See [Chapter 7, "Authoritative Lists"](#) for more information.

Peer comparison

This analysis compares your library's holdings to a group of from one to ten libraries that you choose. The group's holdings are combined and duplicates are removed so that the group appears as the equivalent of a single institution.

See [Chapter 8, "Peer Comparisons"](#) for more information.

Predefined groups

OCLC has selected sets of libraries based on the significance (e.g., ARL Top 20, Google 5) or specialization (e.g., Executive MBA, Master/Doctorate program in Educational Psychology) of their collection. Your library's holdings are compared to the group's combined holdings according to the analysis dimensions that you have selected. Also available for comparison are OCLC's *Electronic Books* and *NetLibrary* databases.

See [Chapter 10, "Predefined Groups"](#) for more information.

4.2 Subscription Groups

These analysis groups are available to libraries that have subscribed to the WorldCat Collection Analysis service as part of a Subscription Group:

Basic analyses

Group Analysis. This analysis presents the titles for each individual library within the group, according to the analysis dimensions that you have selected.

Aggregated Group Analysis. This analysis combines the titles of all the libraries within the group, removes duplicates, and presents them as if the group were a single institution.

WorldCat Comparison. This analysis compares your group's Aggregated Group Analysis to all of WorldCat and shows how many of your holdings are unique to your collection and how many are held by other libraries in your group as well.

See [Chapter 5, "Basic Analyses"](#) for more information.

Secondary Groups

You can create separate analyses for various subsets of your Subscription Group; these are called *Secondary Groups*. Creating a Secondary Group automatically results in both a Group Analysis (see [section 5.2, "Group Analysis"](#)) and an Aggregated Group Analysis (see [section 5.3, "Aggregated Group Analysis"](#)) for the Secondary Group.

Authoritative lists

This analysis compares your group's Aggregated Group Analysis to an authoritative collection development list, according to the analysis dimensions that you select.

See [Chapter 7, "Authoritative Lists"](#) for more information.

Predefined groups

OCLC has selected sets of libraries based on the significance (e.g., ARL Top 20, Google 5) or specialization (e.g., Executive MBA, Master/Doctorate program in Educational Psychology) of their collection. Your Aggregated Group Analysis is compared to the Predefined Group's combined holdings, according to the analysis dimensions that you have selected. Also available for comparison are OCLC's *Electronic Books* and *NetLibrary* databases.

See [Chapter 10, "Predefined Groups"](#) for more information.

Basic Analyses

In this chapter

This chapter contains the following topics:

Subject	Page
5.1 My Library	5:2
5.2 Group Analysis	5:5
5.3 Aggregated Group Analysis	5:11
5.4 WorldCat Comparison	5:15
5.5 WorldCat Comparison (FRBR Applied)	5:19
5.6 About Multi-Version Records	5:22

5.1 My Library

The *My Library* analysis presents your library's holdings in a spreadsheet-style table called the **Analysis Results** screen, according to the selected analysis dimensions. For a description of screen functions see: [section 11.1, "Analysis Results Screen"](#).

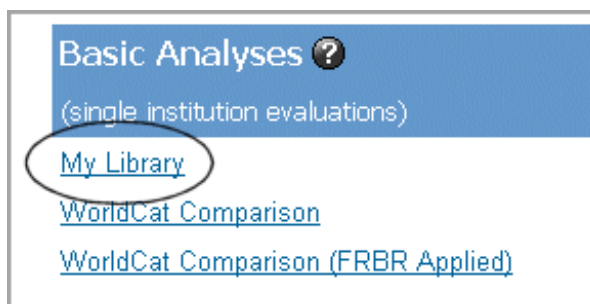
This analysis is automatically created for all libraries that have subscribed to the WorldCat Collection Analysis service as an individual institution.

Example:

	All Dates	Pre-1500	1600-1699	1700-1799
All Divisions	82009	51	761	87
Art & Architecture Totals by "Category"	2228	1	62	4
Architecture	1	8		
Arts in General	5	2	6	
Decorative Arts, Applied Arts	5		3	
Architecture	24	7	7	

For the Conspectus Category of *Architecture*, this library has eight holdings published before 1500.

This analysis is identified as *My Library* on the **Data to Analyze** screen.



Analysis type

The *My Library* analysis is created as an Individual Library Analysis; see [section 1.3, "Types of Analysis"](#) for more information about this analysis type.


Defaults

The default **Analysis Results** screen presents **Publication Date** ranges as the table columns, and the OCLC Conspectus Divisions as rows.

The default row expansion order is:

Conspectus (Division/Category/Subject)
Language
Format
Audience

5.1 My Library (continued)

View graph display You can view a graph of the data from a single row of the analysis table by selecting the **Display Graph**  icon. See [section 11.2, "Graph Display Screen"](#) for more information.

Changing the analysis You can vary the order in which dimensions are applied to this analysis by using the Change Analysis screen.

Column values. For My Library, you may select one of these dimensions as the column value for the **Analysis Results** screen:

- Format
- Language
- Publication Date

Row expansion. For row expansion, you may re-order the following dimensions **except** the one you have selected for the column value:

Audience	Language
Division	Publication Date
Format	

See [section 11.3, "Change Analysis Screen"](#) for more information.

Limiting the analysis You can reduce the overall results of an analysis by reducing the breadth of one or more of the dimensions. You reduce the breadth by creating subsets of an analysis dimension on the **Limit Analysis** screen.

For My Library you can select subsets of the following dimensions:

- Division (You can limit the OCLC Conspectus by Division only; you cannot limit by Category or Subject.)
- Publication Date
- Language
- Format
- Audience

See [section 11.4, "Limit Analysis Screen"](#) for more information.

5.1 My Library (continued)


View records

To view actual holdings for a given row/column, select the number shown in the corresponding table cell.

The screenshot displays the 'WorldCat Collection Analysis List of Records' interface. At the top, a 'Publication Date' table shows the distribution of records across years from 1500 to 1999. The 'Totals' column for 'Art & Architecture' is highlighted with a red circle and the number 8424. An arrow points from this number to the 'List of Records' screen below. The 'List of Records' screen shows a list of records, with the first record being 'Cathedral: the story of its construction.' by David Macaulay, published in 1973. The record title is circled, and an arrow points from it to the 'Detailed Record' tab in the navigation menu.

Publication Date	Totals	Pre-1500	1600-1699	1700-1799	1800-1849	1850-1899	1900-1909	1910-1999	
Divisions	Totals by "Division":	188048	28	2	95	478	491	2654	661
Agriculture	4219					5	46	22	
Anthropology	1761				1	3	10	5	
Art & Architecture	8424					5	54	20	
Biological	6476					16	49	16	

Summary bibliographic information is provided as a **List of Records** screen. Records are ranked by the number of libraries holding the item in WorldCat, in descending order, that is, items held by the most libraries display first on the list.

To...	Do this...
View additional information about the List of Records screen	Select the Help  icon.
View a full record	Select the record title.
Return to the Analysis Results screen	Select the Collection Analysis tab.

5.2 Group Analysis

Libraries can choose to subscribe to WorldCat Collection Analysis as part of a group, referred to as a *Subscription Group*. A Group Analysis presents the titles for the individual member libraries in a spreadsheet-style table called the **Analysis Results** screen, according to the selected analysis dimensions. For a description of screen functions see: [section 11.1, "Analysis Results Screen"](#).

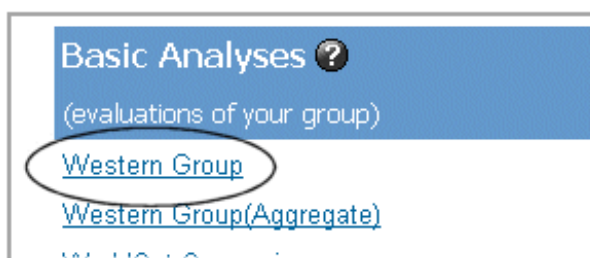
This analysis is automatically created for all libraries subscribing to the WorldCat Collection Analysis service as part of a Subscription Group.

Example:

Publication Date		Overlap	Uniqueness		
Data Analyzed: Uni					
	Totals	Pre-1500	1600-1699	1700-1799	
All Libraries Totals by "Library":	18638	480	563	7	
Boise State University	1018	2	80	9	
Eastern Washington University	1076	80	90	5	
Idaho State University	1038	12	80	8	
Portland State University	512	107	8		
UMass Boston	1076	38	90	5	

Among the members of the group shown here, Portland State University has the greatest number of pre-1500 titles (107) and Boise State University has the least (2).

This analysis appears as the *[group name]* in the *Basic Analyses* area of the **Data to Analyze** screen.



Analysis type

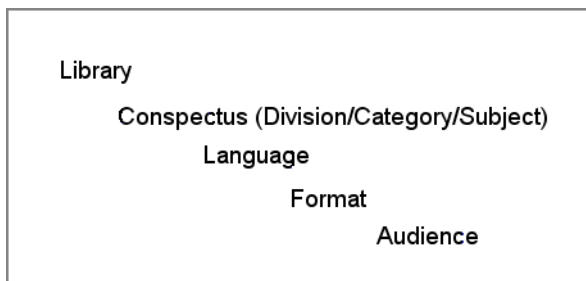
This analysis is created as an Group Analysis; see [section 1.3, "Types of Analysis"](#) for more information about this analysis type.

5.2 Group Analysis (continued)

Defaults


The default **Analysis Results** screen presents [Publication Date](#) ranges as the table columns, and the OCLC Conspectus Divisions as rows.

The default row expansion order is:



View graph display

You can view a graph of the data from a single row of the analysis table by selecting

the **Display Graph**  icon. See [section 11.2, "Graph Display Screen"](#) for more information.

Changing the analysis

You can vary the order in which dimensions are applied to this analysis by using the **Change Analysis** screen.

Column values. For a Group Analysis, you may select one of these dimensions as the column value for the **Analysis Results** screen:

Format	Publication Date
Language	Overlap
Library	Uniqueness

Row expansion. For row expansion, you may re-order the following dimensions **except** the one you have selected for the column value:

Publication Date	Format
Division	Audience
Language	Library

See [section 11.3, "Change Analysis Screen"](#) for more information.

5.2 Group Analysis (continued)

Limiting the analysis You can reduce the overall results of an analysis by reducing the breadth of one or more of the dimensions. You reduce the breadth by creating subsets of an analysis dimension on the **Limit Analysis** screen.

For a Group Analysis you can select subsets of the following dimensions:

- Library
- Division (You can limit the OCLC Conspectus by Division only; you cannot limit by Category or Subject.)
- Publication Date
- Language
- Format
- Audience

See [section 11.4, "Limit Analysis Screen"](#) for more information.


5.2 Group Analysis (continued)

View records

To view actual holdings for a given row/column, select the number shown in the corresponding table cell.

The screenshot shows the 'WorldCat Collection Analysis List of Records' interface. At the top, there is a 'Publication Date' section with a dropdown menu set to 'Number only'. Below this is a table with columns for 'Totals', 'Pre-1500', '1600-1699', '1700-1799', '1800-1849', '1850-1899', '1900-1909', and '1910-1919'. The 'Divisions' table lists categories like Agriculture, Anthropology, Art & Architecture, and Biological, with the 'Art & Architecture' row highlighted and the number 8424 circled. Below the table, there is a 'Staff View' section with instructions and navigation tabs. The main content area shows a list of records, with the first record, 'Cathedral: the story of its construction.', selected. This record includes author information, publication details, and a 'Libraries Worldwide' count of 3233. A circled '8424' in the table above points to the 'Libraries Worldwide' count in the record details.

Summary bibliographic information is provided as a **List of Records** screen. Records are ranked by the number of libraries holding the item in WorldCat, in descending order, that is, items held by the most libraries display first on the list.







To...	Do this...
View additional information about the List of Records screen	Select the Help  icon.
View a full record	Select the record title.
Return to the Analysis Results screen	Select the Collection Analysis tab.

Overlap

A Group Analysis provides an *Overlap* view which shows the number of titles a library holds jointly with other libraries/institutions in its Subscription Group.

Example:

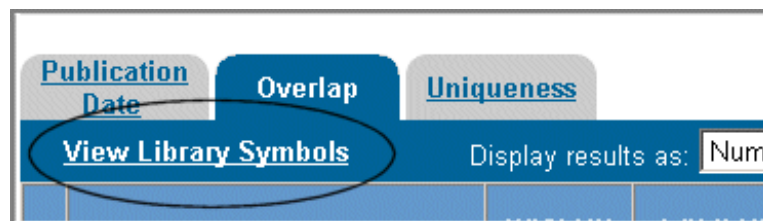
5.2 Group Analysis (continued)

Publication Date		Overlap			Uniqueness		
View Library Names		Data Analyzed: Western Group					
		OIP	WEA	ONB			
 Libraries		8638	1880	2060			
Totals by "Library":							
 Boise State University (OIP)		1018	1076	1038			
 Eastern Washington University (WEA)		1076	1180	90			
 Idaho State University (ONB)		1038	90	80			
 Portland State (ORZ)		512	100	80			
 UMass Boston (BMU)		1076	80	90			

Among the members of the Western Group:

- Eastern Washington University (WEA) holds 1076 titles in common with Boise State University (OIP)
- Portland State University (ORZ) holds 80 titles in common with Idaho State University (ONB)

Names vs symbols. The initial display shows library names as the column headings. To change the headings to OCLC symbols select the **View Library Symbols** link at the top of the Overlap tab.



The table is redrawn with the libraries' OCLC symbols and the link changes to **View Library Names**.








See [section 1.7, "Overlap/Uniqueness Implementation"](#) for details.

5.2 Group Analysis (continued)

Uniqueness

A Group Analysis provides a *Uniqueness* view which shows how broadly a given title is shared among the members of a group, that is, how many of a library's titles are held by it alone, and how many are held by one other member (*Shared by two*), held by two other members (*Shared by three*), by three other members (*Shared by four*), and so on.

Example:

Publication Date		Overlap		Uniqueness		
		Data Analyzed: Western Group				
		Totals	Unique	Shared by 2	Shared by 3	Shared by 4
 Libraries	Totals by "Library":	3021138	18638	80	60	2
 Boise State University		28638	1018	2	80	90
 Eastern Washington University		37439	1076	80	90	50
 Idaho State University		105298	1038	2	80	80
 Portland State University		43664	512	100	8	6
 UMass Boston		27499	1076	80	90	50
 Univ of Texas at San Antonio		2999	1018	2	80	90

Among the members of the Western Group, Eastern Washington University has:

- 1076 titles that no one else in the group owns
- 80 titles that are shared with one other member of the group
- 90 titles that are shared with two other members of the group
- 50 titles that are shared with three other members of the group

See [section 1.7, "Overlap/Uniqueness Implementation"](#) for details.

5.3 Aggregated Group Analysis

An Aggregated Group Analysis combines the titles of all members of the group and then removes duplicates so that the group appears as a single institution. The resulting titles are presented in a spreadsheet-style table called the **Analysis Results** screen according to the selected analysis dimensions. For a description of screen functions see: [section 11.1, "Analysis Results Screen"](#).

This is automatically created for all libraries subscribing to the WorldCat Collection Analysis service as part of a Subscription Group.

Example:

Publication Date		Display results as: Number only		Data to Analyze: Wes				
	Totals	Pre-1500	1600-1699	1700-1799	1800-1849	1850-1899	1900-1909	1910-1919
▢ Divisions	188048	1094	9272	10992	35857	60031	28055	
▢ Education Totals by "Category":	3800	52	94	127	546	1038	537	
▢ ▶ Early Childhood, Preschool, Kindergarten & Primary	293		2	2	16	34	49	
▢ ▶ Education & Training of Teachers	78		1	32	7	11	11	
▢ ▶ General Education	120	2	22	6	9	26	8	
▢ ▶ Higher Education	414		7	11	62	164	63	
▢ ▶ History of Education	828		15	28	146	200	63	
▢ ▶ Individual Institutions - America								

In the *Education* division, the Western Group collectively holds 127 titles falling in the 1700-1799 date range.

This analysis is identified by the Subscription Group's name followed by (*Aggregate*) on the **Data to Analyze** screen.



Analysis type

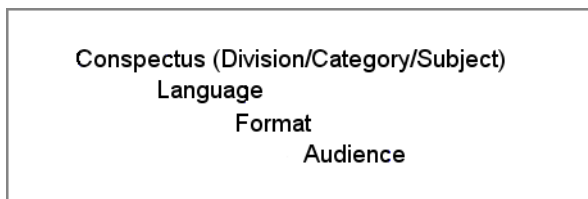
This analysis is created as an Aggregated Group Analysis; see [section 1.3, "Types of Analysis"](#) for more information about this analysis type.

5.3 Aggregated Group Analysis (continued)


Defaults

The default **Analysis Results** screen presents [Publication Date](#) ranges as the table columns, and the OCLC Conspectus Divisions as rows.

The default row expansion order is:



View graph display

You can view a graph of the data from a single row of the analysis table by selecting the **Display Graph**  icon. See [section 11.2, "Graph Display Screen"](#) for more information.

Changing the analysis

You can vary the order in which dimensions are applied to this analysis by using the **Change Analysis** screen.

Column values. For an Aggregated Group Analysis, you may select one of these dimensions as the column value for the **Analysis Results** screen:

- Format
- Language
- Publication Date

Row expansion. For row expansion, you may re-order the following dimensions **except** the one you have selected for the column value:

Publication Date	Format
Division	Audience
Language	

See [section 11.3, "Change Analysis Screen"](#) for more information.

5.3 Aggregated Group Analysis (continued)

Limiting the analysis You can reduce the overall results of an analysis by reducing the breadth of one or more of the dimensions. You reduce the breadth by creating subsets of an analysis dimension on the **Limit Analysis** screen.

For an Aggregated Group Analysis you can select subsets of the following dimensions:

- Division (You can limit the OCLC Conspectus by Division only; you cannot limit by Category or Subject.)
- Publication Date
- Language
- Format
- Audience

See [section 11.4, "Limit Analysis Screen"](#) for more information.


5.3 Aggregated Group Analysis (continued)

View records

To view actual holdings for a given row/column, select the number shown in the corresponding table cell.

The screenshot displays the 'WorldCat Collection Analysis List of Records' interface. At the top, a 'Publication Date' table shows results for various years from 1500 to 1999. The 'Art & Architecture' row is highlighted with a red circle around the value 8424. Below the table, the 'List of Records' section shows two records. The first record, 'Cathedral: the story of its construction', has a 'Libraries Worldwide' count of 3233. The second record, 'Architectural record', has a 'Libraries Worldwide' count of 1815. The interface also includes navigation tabs like 'Home', 'Databases', 'Results', and 'Collection Analysis', and a search bar.

Summary bibliographic information is provided as a **List of Records** screen. Records are ranked by the number of libraries holding the item in WorldCat, in descending order, that is, items held by the most libraries display first on the list.

To...	Do this...
View additional information about the List of Records screen	Select the Help  icon.
View a full record	Select the record title.
Return to the Analysis Results screen	Select the Collection Analysis tab.

5.4 WorldCat Comparison

The WorldCat Comparison compares a library's or Subscription Group's holdings to all of WorldCat in a spreadsheet-style table called the **Analysis Results** screen, according to the selected analysis dimensions. This analysis can be used to determine how widely a library's or Subscription Group's holdings are replicated within WorldCat. For a description of screen functions see: [section 11.1, "Analysis Results Screen"](#).

This analysis is provided automatically to all libraries and groups that subscribe to the WorldCat Collection Analysis service.

The display shows uniqueness, that is, how many of the library's/group's holdings are unique compared against all of WorldCat, how many are held in WorldCat by the library/group and by one other library or group member (*Shared by 2*), held by two other libraries/group members (*Shared by 3*), up to held in WorldCat by more than 10 other libraries or group members (*Shared by > 10*).

Example:

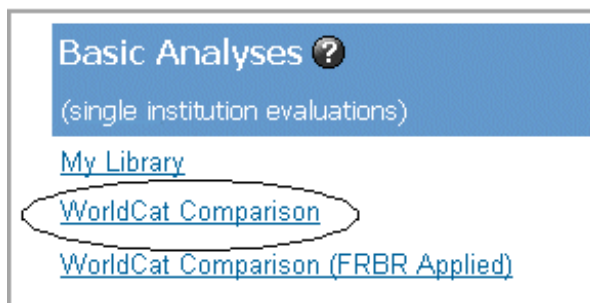
	Totals	Unique	Shared by 2	Shared by 3	Shared by 4	Shared by 5	Shared by > 10
Divisions	188048	2252	1957	1568	1578	1192	
Agriculture Totals by "Category":	4219	17	10	14	16	29	
▶ Agriculture, General	762	1	1	5	3	2	
▶ Animal Culture	212	1	2				
▶ Aquaculture & Fisheries	868	9	2	4	4	14	

For the Conspectus Category of General Agriculture, this library (or group) has a total of 762 titles in WorldCat. Of these titles:

- One title is held exclusively by this library.
- One title is held by this library and one other library (*Shared by 2*).
- Five titles are held by this library and four other libraries (*Shared by 3*)

and so on.

This analysis is identified as *WorldCat Comparison* on the **Data to Analyze** screen.



Analysis type

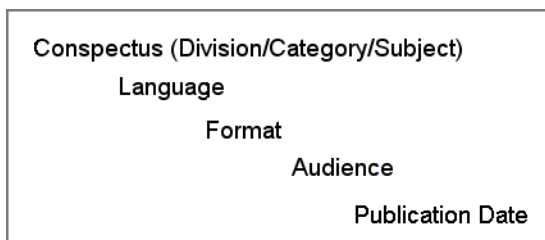
The WorldCat Comparison analysis is created as an Individual Library Comparison; see [section 1.3, "Types of Analysis"](#) for information about this analysis type.


5.4 WorldCat Comparison (continued)

Application For an example of the use of a WorldCat Comparison by an individual institution, see the OCLC Best Practices presentation *Preparing for Digitalization Projects* at: <http://www5.oclc.org/downloads/tutorials/wca/dp/digitization.htm>.

Defaults The default **Analysis Results** screen presents the **Shared By** dimension as the table columns, and the OCLC Conspectus Divisions as rows.

For the WorldCat Comparison, the default expansion order is:



View graph display You can view a graph of the data from a single row of the analysis table by selecting the **Display Graph**  icon. See [section 11.2, "Graph Display Screen"](#) for more information.

Changing the analysis You can vary the order in which dimensions are applied to this analysis by using the **Change Analysis** screen.

Column values. For a WorldCat Comparison the only column value is Uniqueness.

Row expansion. For row expansion, you may re-order the following dimensions:

Audience	Format
Division	Publication Date
Language	

See [section 11.3, "Change Analysis Screen"](#) for more information.

5.4 WorldCat Comparison (continued)

Limiting the analysis You can reduce the overall results of an analysis by reducing the breadth of one or more of the dimensions. You reduce the breadth by creating subsets of an analysis dimension on the **Limit Analysis** screen.

For a WorldCat Comparison you can select subsets of the following dimensions:

- Shared By
- Division (You can limit the OCLC Conspectus by Division only; you cannot limit by Category or Subject.)
- Publication Date
- Language
- Format
- Audience

See [section 11.4, "Limit Analysis Screen"](#) for more information.


5.4 WorldCat Comparison (continued)

View records

To view actual holdings for a given row/column, select the number shown in the corresponding table cell.

The screenshot displays the 'WorldCat Collection Analysis List of Records' interface. At the top, a 'Publication Date' filter is set to 'Number only'. Below this is a table showing 'Divisions' with columns for 'Totals' and years from 1500 to 1999. The 'Art & Architecture' division has a total of 8,424 records, which is circled in red. An arrow points from this number to a detailed record view for 'Cathedral: the story of its construction.' by David Macaulay, published in 1973. The record view shows 'Libraries Worldwide: 3233' and a 'Help' icon (a question mark in a circle) next to the record title. The interface also includes navigation tabs like 'Home', 'Databases', 'Results', and 'Collection Analysis', and a 'List of Records' tab.

Summary bibliographic information is provided as a **List of Records** screen. Records are ranked by the number of libraries holding the item in WorldCat, in descending order, that is, items held by the most libraries display first on the list.

To...	Do this...
View additional information about the List of Records screen	Select the Help  icon.
View a full record	Select the record title.
Return to the Analysis Results screen	Select the Collection Analysis tab.

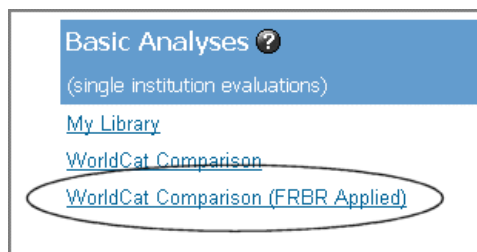
5.5 WorldCat Comparison (FRBR Applied)

Libraries may choose to create an additional WorldCat comparison in which their holdings are compared to the titles in WorldCat irrespective of format. For example, a library that owns only a recorded copy of *Chancellorsville* (Sears, Stephen W; Davidson, Richard M. Prince Frederick, Md : Recorded Books, 1997) will match the WorldCat record for the printed edition (Houghton-Mifflin Co., 1996). This will prevent differences in format from causing what are in fact different versions of the same title to appear as unique to a library's collection. See [section 5.6, "About Multi-Version Records"](#) for more information.

You must create a WorldCat Comparison (FRBR-Applied) using the WorldCat Services Administrative Module (see [chapter 2, Administrative Functions](#)).

The display shows uniqueness, that is, how many of the library's/group's holdings, irrespective of format, are unique compared against all of WorldCat, how many are held in WorldCat by the library/group and by one other library or group member (*Shared by 2*), held by two other libraries/group members (*Shared by 3*), up to held in WorldCat by more than 10 other libraries or group members (*Shared by > 10*).

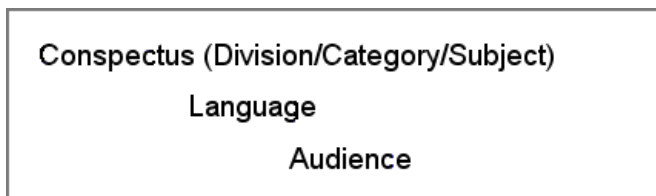
This analysis is identified as *WorldCat Comparison (FRBR Applied)* on the **Data to Analyze** screen.




Defaults

The default **Analysis Results** screen presents the **Shared By** dimension as the table columns, and the OCLC Conspectus Divisions as rows.

For the WorldCat Comparison, the default expansion order is:



View graph display

You can view a graph of the data from a single row of the analysis table by selecting the **Display Graph**  icon. See [section 11.2, "Graph Display Screen"](#) for more information.

5.5 WorldCat Comparison (FRBR Applied) (continued)

Changing the analysis You can vary the order in which dimensions are applied to this analysis by using the **Change Analysis** screen.

Column values. For a WorldCat Comparison (FRBR applied) the only column value is Uniqueness.

Row expansion. For row expansion, you may re-order the following dimensions:

- Audience
- Division
- Language

See [section 11.3, "Change Analysis Screen"](#) for more information.

Limiting the analysis You can reduce the overall results of an analysis by reducing the breadth of one or more of the dimensions. You reduce the breadth by creating subsets of an analysis dimension on the **Limit Analysis** screen.

For a WorldCat Comparison you can select subsets of the following dimensions:

- Shared By
- Division (You can limit the OCLC Conspectus by Division only; you cannot limit by Category or Subject.)
- Language
- Audience

See [section 11.4, "Limit Analysis Screen"](#) for more information.

5.5 WorldCat Comparison (FRBR Applied) (continued)

View records

To view actual holdings for a given row/column, select the number shown in the corresponding table cell.

The screenshot shows the WorldCat Collection Analysis interface. At the top, there is a 'Publication Date' section with a dropdown menu set to 'Number only'. Below this is a table with columns for 'Totals' and years from 1500 to 1999. The 'Art & Architecture' row is highlighted, and the number 8424 is circled in red. Below the table is a 'List of Records' screen. The screen shows a search result for 'Cathedral: the story of its construction.' with a 'Help' icon circled in red. The text 'WorldCat Collection Analysis results: Records found: 8,424' is also circled in red.


	Totals	Pre-1500	1600-1699	1700-1799	1800-1849	1850-1899	1900-1909	1910-1999
Divisions Totals by "Division":	189048	28	2	95	478	491	2654	661
Agriculture	4219					5	46	22
Anthropology	1761				1	3	10	5
Art & Architecture	8424					5	54	20
Biological	6476					16	49	16

WorldCat Collection Analysis results:
Records found: 8,424 Rank by: Number of Libraries

1. [Cathedral: the story of its construction.](#)
Author: Macaulay, David.
Publication: Boston, Houghton Mifflin, 1973
Document: English : Book
[Libraries Worldwide](#): 3233 | [Regional Holdings](#) | [State Holdings](#) | [Heartland Memorial Library](#)
Group Holdings: [Select](#) [Group Names & Codes](#)
Accession No: OCLC: 618460 National Library Cataloging: Library of Congress (DLC)
[See more details for locating this item](#)

2. [Architectural record.](#)
Publication: New York City : The Record and Guide, 1891-
Document: English : Serial Publication : Periodical : Monthly
[Libraries Worldwide](#): 1815 | [Regional Holdings](#) | [State Holdings](#) | [Heartland Memorial Library](#)
Group Holdings: [Select](#) [Group Names & Codes](#)

Summary bibliographic information is provided as a **List of Records** screen. Records are ranked by the number of libraries holding the item in WorldCat, in descending order, that is, items held by the most libraries display first on the list.

To...	Do this...
View additional information about the List of Records screen	Select the Help  icon.
View a full record	Select the record title.
Return to the Analysis Results screen	Select the Collection Analysis tab.

5.6 About Multi-Version Records

For a WorldCat Comparison (FRBR Applied), WorldCat Collection Analysis groups items of similar intellectual content into a single record; this concept is often referred to as *FRBR* (see: *Functional Requirements for Bibliographic Records - Final Report* at <http://www.ifla.org/VII/s13/frbr/frbr.htm>).

For this comparison, OCLC combines bibliographic information for different editions or formats of given work into a *multi-version record*. For example, a library that owns a printed edition of *Michelangelo & the Pope's ceiling* and a library that owns the recorded edition (Recording for the Blind & Dyslexic, 2003) will both match the listing in *Booklist*. The **List of Records** screen for this comparison will show the title only once..



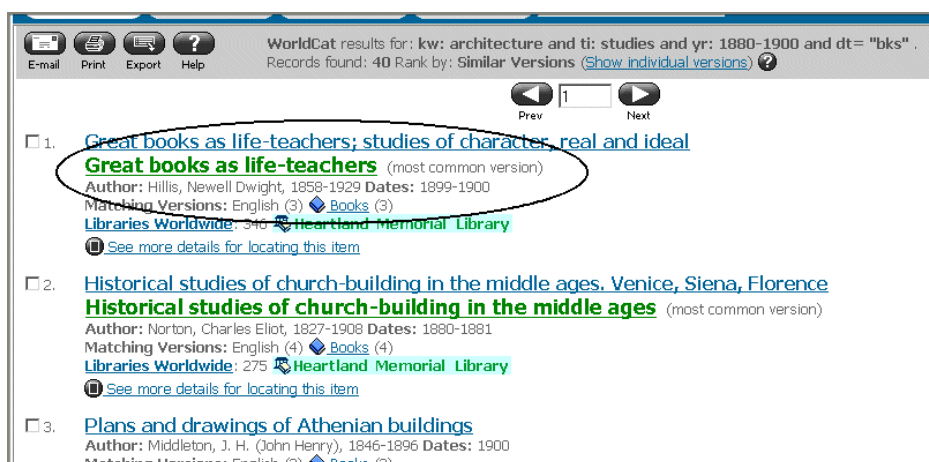
WorldCat Collection Analysis results for: (cc: 14544000 and bc= "BooklistXX1001164~~8926") and ct= "BooklistXX1001164~~2".
Records found: 22 Rank by: Similar Versions

1. [Michelangelo & the Pope's ceiling](#)
Author: King, Ross, 1962- Dates: 2002-2003
Matching Versions: English (7) [Books](#) (5) [Sound Recordings](#) (2)
[Libraries Worldwide](#): 2584 | [Regional Holdings](#) | [State Holdings](#) [Heartland Memorial Library](#)
[See more details for locating this item](#)

2. [From slave ship to freedom road](#)
Author: Lester, Julius Dates: 1998-2000
Matching Versions: English (4) [Books](#) (4)
[Libraries Worldwide](#): 1462 | [Regional Holdings](#) | [State Holdings](#) [Heartland Memorial Library](#)
[See more details for locating this item](#)

3. [My name is Georgia](#)
Author: Winter, Jeanette. Dates: 1998-2003
Matching Versions: English (4) [Books](#) (4)

Most common version In some cases, an additional title, displayed in green and labeled (*most common version*), appears when a uniform title is used as the basis for a multi-version record.



WorldCat results for: kw: architecture and ti: studies and yr: 1880-1900 and dt= "bks".
Records found: 40 Rank by: Similar Versions ([Show individual versions](#))

1. [Great books as life-teachers; studies of character, real and ideal](#)
[Great books as life-teachers](#) (most common version)
Author: Hillis, Newell Dwight, 1858-1929 Dates: 1899-1900
Matching Versions: English (3) [Books](#) (3)
[Libraries Worldwide](#): 340 [Heartland Memorial Library](#)
[See more details for locating this item](#)

2. [Historical studies of church-building in the middle ages. Venice, Siena, Florence](#)
[Historical studies of church-building in the middle ages](#) (most common version)
Author: Norton, Charles Eliot, 1827-1908 Dates: 1880-1881
Matching Versions: English (4) [Books](#) (4)
[Libraries Worldwide](#): 275 [Heartland Memorial Library](#)
[See more details for locating this item](#)

3. [Plans and drawings of Athenian buildings](#)
Author: Middleton, J. H. (John Henry), 1846-1896 Dates: 1900
Matching Versions: English (2) [Books](#) (2)

5.6 About Multi-Version Records (continued)

Your own holdings

When you select an item's title, WCAS displays the multi-version record. Your own holdings will be listed first within the *Matching Versions* list.

GET THIS ITEM

Availability: **FirstSearch indicates your institution owns the item.**

- Libraries worldwide that own item: 2584 **Heartland Memorial Library**
- Connect to the catalog at The Evergreen State College

Your library owns these versions of the item:

Books : Large print

External Resources:

- Evergreen Interlibrary Loan
- Find this item at Antiquarian Booksellers Association of America (Bookseller)
- Find this item at Barnes & Noble.com (Bookseller)
- Copyright Clearance Center

Title: **Michelangelo & the Pope's ceiling**

Author: King, Ross, 1962-

Dates: 2002-2003

Language: English

Versions: All **Heartland Memorial Library**

Document Types

- Books **Heartland Memorial Library**
- Specific Formats
- Large print **Heartland Memorial Library**
- Sound Recordings Borrow from another library
- Specific Formats
- CD audio Borrow from another library

Matching Versions

These versions match your search:

- [Michelangelo & the Pope's ceiling](#) King, Ross. New York : Walker & Company, 2003
Book 373 p., [8] p. of plates : ill. (some col.) : 25 cm.
Libraries: 1573 **Heartland Memorial Library**
- [Michelangelo & the Pope's ceiling](#) King, Ross. Waterville, Me. : Thorndike Press, 2003, 2002
Book Large print 592 p. (large print) : ill., map ; 23 cm.
Libraries: 508 **Heartland Memorial Library**
- [Michelangelo & the Pope's ceiling](#) King, Ross. New York : Penguin Books, 2003
Book 373 p. : ill. (some col.) ; 24 cm.
Libraries: 403
- [Michelangelo & the Pope's ceiling](#) King, Ross. London : Chatto & Windus, 2002

The remaining items in the Matching Versions list are held in WorldCat by other institutions. These will help you determine whether your version of a title has been superseded by a newer edition and also show you the number of institutions that have purchased the new edition.

Usage Analyses

The Usage Analyses screen presents information about how your library's collection is used within your local community (Circulation Analysis) and by other libraries or patrons at a distance (My Library as Lender). The screen also shows how your library accesses other libraries' collections to meet patron needs (My Library as Borrower).

In this chapter

This chapter contains the following topics:

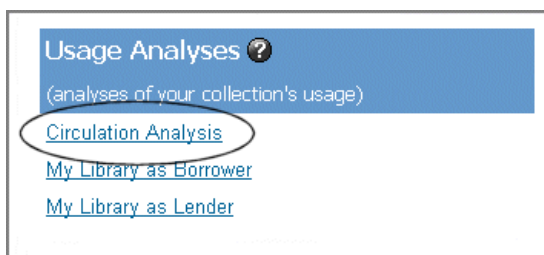
Subject	Page
6.1 Circulation Analysis: Introduction	6:2
6.2 Circulation Date	6:6
6.3 Circulation Frequency	6:7
6.4 Circulation Ratio	6:8
6.5 ILL Analyses: Introduction	6:9
6.6 Borrower: Request Date	6:11
6.7 Borrower: Request Frequency	6:14
6.8 Borrower: Request Cost	6:16
6.9 Lender: Request Date	6:19
6.10 Lender: Request Frequency	6:22
6.11 View Frequency Data by Years	6:24

6.1 Circulation Analysis: Introduction

The Circulation Analysis shows the local circulation activity for your library's collection.

This analysis is available to those libraries which have subscribed to the WorldCat Collection Analysis service as an individual institution.

This analysis is identified as *Circulation Analysis* on the **Data to Analyze** screen.



Analysis type

This analysis is created as a Circulation Analysis; see [section 1.3, "Types of Analysis"](#) for more information about this analysis type.

Circulation activity

Circulation Analysis tracks circulation activity at the title level, with *title* defined as an item having a unique OCLC accession number. Activity of individual items (that is, copies of the same title) is shown at the barcode level. For a given title, the Circulation Information section of the Detailed Record screen lists individual barcodes with their checkout dates (most recent first).

Example:

Database: WCCIRC	
Circulation Information	
Barcode: L0071249130	Checkouts: 3
Checkout Date: 20030919	Checkin Date: 20071005
Checkout Date: 20021227	Checkin Date: 20071005
Checkout Date: 20021125	Checkin Date: 20071005
Barcode: L0072657810	Checkouts: 2
Checkout Date: 20010206	Checkin Date: 20071005
Checkout Date: 20001214	Checkin Date: 20071005
Barcode: L0072657836	Checkouts: 2
Checkout Date: 20040124	Checkin Date: 20071005
Checkout Date: 20040124	Checkin Date: 20071005

This library owns three hardback copies of OCLC# 16130075, *And the band played on: politics, people, and the AIDS epidemic*. The Circulation Information area shows a total of seven checkouts: three for Barcode L0071249130, two for Barcode L007265810, and two for Barcode L0072657836.

Note: If this library also owns the paperback edition of this title (OCLC# 17776614), that item's circulation activity will not be included in this Detailed Record.

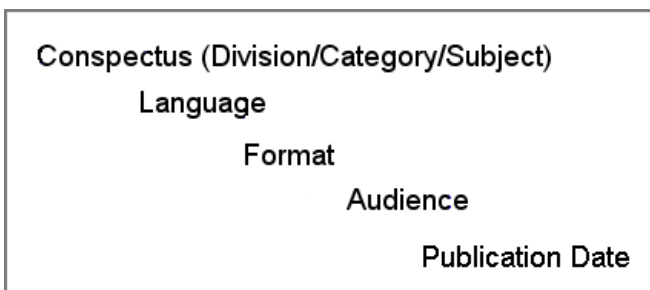
6.1 Circulation Analysis: Introduction (continued)

You can view circulation activity by:

- Circulation Date
- Circulation Frequency
- Circulation Ratio

Defaults

The default row expansion order for all Circulation Analysis views is:



Changing the analysis You can vary the order in which dimensions are applied to the Circulation Analysis views by using the **Change Analysis** screen.

Column values. You may select one of these dimensions as the column value for the **Analysis Results** screen:

Format	Checkout Frequency
Language	Checkout Frequency (by Year)
Publication Date	Circulation Ratio
Checkout Date	Location

Row expansion. For row expansion, you may re-order the following dimensions **except** the one you have selected for the column value:

Audience	Language
Checkout Date (not available for Circulation Ratio)	Location (not available for Circulation Ratio)
Division	Publication Date
Format	

See [section 11.3, "Change Analysis Screen"](#) for more information.

6.1 Circulation Analysis: Introduction (continued)

Limiting the analysis

You can reduce the overall results of an analysis by reducing the breadth of one or more of the dimensions. You reduce the breadth by creating subsets of an analysis dimension on the **Limit Analysis** screen.


For the Borrower's Request Frequency view you can select subsets of the following dimensions:

- Checkout Date
- Checkout Frequency (Circulation Frequency only)
- Location
- Division (You can limit the OCLC Conspectus by Division only; you cannot limit by Category or Subject.)
- Call Number
- Publication Date
- Language
- Format
- Audience

See [section 11.4, "Limit Analysis Screen"](#) for more information.

View graph display

You can view a graph of the data from a single row of the analysis table by selecting

the **Display Graph**  icon. See [section 11.2, "Graph Display Screen"](#) for more information.

6.1 Circulation Analysis: Introduction (continued)


View records

To view actual titles for a given row/column, select the number shown in the corresponding table cell.

The screenshot displays the WorldCat Collection Analysis interface. At the top, a 'Publication Date' table shows results for various years from 1500 to 1999. The 'Art & Architecture' row is highlighted, with the number 8424 circled in red. Below the table, the 'WorldCat Collection Analysis List of Records' screen is shown. The 'WorldCat Collection Analysis results' section indicates 'Records found: 8,424' and 'Rank by: Number of Libraries'. The list of records includes 'Cathedral: the story of its construction.' and 'Architectural record.'.

Publication Date	Totals	Pre-1500	1600-1699	1700-1799	1800-1849	1850-1899	1900-1909	1910-1999
Divisions	188048	28	2	95	478	491	2654	661
Agriculture	4219					5	46	22
Anthropology	1761				1	3	10	5
Art & Architecture	8424					5	54	20
Biological	6476					16	49	16

Summary bibliographic information is provided as a **List of Records** screen. Records are ranked by the number of libraries holding the item in WorldCat, in descending order, that is, items held by the most libraries display first on the list.

To...	Do this...
View additional information about the List of Records screen	Select the Help  icon.
View a full record	Select the record title.
Return to the Analysis Results screen	Select the Collection Analysis tab.

6.2 Circulation Date

The Circulation Date view for Circulation Analysis shows:

- The total number of titles held by your library for each Conspectus division (*Total Titles Held*)
- The total number of checkouts as of the most recent WorldCat Collection Analysis January update (*Total Checkouts*)
- The total number of checkouts per year as of the most recent WorldCat Collection Analysis January update ([20xx])

Example:

	Total Titles Held	Circulation Data—by Checkout Date			
		Total Checkouts	1999	2000	2001
Divisions Totals by "Division":	1918361	3109212	151706	506205	73175
▶ Agriculture	14867	7810	426	1332	190
▶ Anthropology	15539	45034	2336	7600	1133
▶ Art & Architecture	78046	161377	8570	23480	3891
▶ Biological Sciences	27067	46315	1765	7601	882
▶ Business & Economics	165800	209019	9317	30912	5599

This Circulation Analysis shows that your library owns a total of 15,539 titles in the Conspectus division of *Anthropology*. For 1999, a total of 2,336 checkouts were for titles in this category.

6.3 Circulation Frequency

The Circulation Frequency view for Circulation Analysis shows how often a given title was checked out. The default display shows:

- The total number of titles held by your library for each Conspectus division (Total Titles Held)
- The total number of titles that have been checked out as of the most recent WorldCat Collection Analysis quarterly update (Total Titles Circulated)
- The total number of times a given title has been checked out:

Circulation Frequency Ranges			
1 time	2-5 times	6-10 times	11-19 times
20-39 times	40-59 times	60-79 times	80-99 times
100-149 times	150-199 times	200-299 times	300-399 times
400-499 times	500-599 times	600-799 times	800-999 times

Example:

	Total Titles Held	Circulation Data—by Checkout Frequency						
		Total Titles Circulated	1 Time	2-5 Times	6-10 Times	11-19 Times	20-39 Times	400+ Times
Divisions Totals by "Division":	1918361	390165	120709	144800	53261	37493	21590	51
▶ Agriculture	14867	1473	589	535	167	108	53	
▶ Anthropology	15539	5172	1371	2030	681	575	322	
▶ Art & Architecture	78046	20724	6195	7731	3139	2101	1079	
▶ Biological								

For the Conspectus division of *Anthropology*, a total of 2,030 titles were checked out between two and five times.

Note: To view yearly totals for frequency, see View frequency data by years.

6.4 Circulation Ratio

The Circulation Ratio view for Circulation Analysis shows what percentage of your collection is checked out to patrons (circulating locally). The default display shows:

- The total number of titles held by your library for each Conspectus division (*Total Titles Held*)
- The total number of titles that have been checked out as of the WorldCat Collection Analysis January update (*Total Titles Circulated*)
- The ratio of Total Titles Circulated to Total Titles Held (*% of Titles Circulated*)
- The total number of titles held by your library minus the total number of titles that have been checked out (*Titles not Circulated*)
- The total number of checkout transactions for each Conspectus division (*Total Checkouts*)
- The number of Total Checkouts divided by Total Titles Circulated (*Average Checkouts per Title Circulated*)

Example:

	Total Titles Held	Circulation Ratio				Average Checkouts per Title Circulated
		Total Titles Circulated	% of Titles Circulated	Titles not Circulated	Total Checkouts	
Divisions Totals by "Division":	1918361	390165	20.3%	1528196	3109212	7.97
▶ Agriculture	14867	1473	9.9%	13394	7810	5.30
▶ Anthropology	15539	5172	33.3%	10367	45034	8.71
▶ Art & Architecture	76646	20724	26.6%	57322	161377	7.79
▶ Biological Sciences	27067	4521	16.7%	22546	46315	10.24
▶ Business & Economics	165800	30016	18.1%	135784	209019	6.96

For the Conspectus category of Anthropology:

- This library owns 15,539 titles (unique OCLC accession numbers).
- Of these 15,539 titles, 5,172 titles or 33.3% have been checked out one or more times as of the most recent January update.
- The remaining 10,376 titles (the total 15,539 titles minus the 5,172 checkouts) have not been checked out as of the most recent January update.
- A overall total of 45,034 checkouts have occurred; this figure is the sum of all circulation transactions for all copies (identified by Barcode) of all titles (identified by OCLC accession number) in this Conspectus dimension.
- Dividing the 45,034 checkouts by the 5,162 titles actually circulated results in an average of 8.71 checkouts per title.

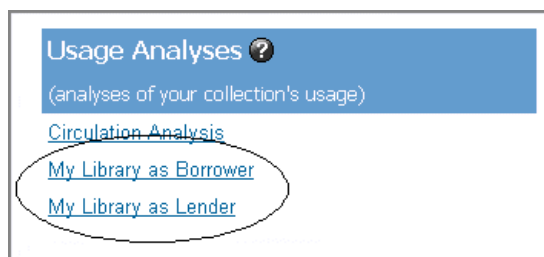
6.5 ILL Analyses: Introduction

The ILL Analyses screen presents a library's OCLC WorldCat Resource Sharing activity as Borrower or Lender in a spreadsheet-style table called the **Analysis Results** screen, according to the selected analysis dimensions. For a description of screen functions see: [section 11.1, "Analysis Results Screen"](#).

- An ILL Borrower can track request activity by date, frequency, and cost.
- An ILL Lender can track request activity by date and frequency

ILL analyses are available to those libraries which have subscribed to the WorldCat Collection Analysis service as an individual institution.

These analyses are identified as *My Library as Borrower* and *My Library as Lender* on the **Data to Analyze** screen.



Analysis type

These analyses are created as ILL Analyses; see [section 1.3, "Types of Analysis"](#) for more information about this analysis type.

Definitions

Within ILL Analyses, borrowing and lending requests are counted as follows:

Borrowing. All submitted requests (including patron direct and unmediated requests) are counted, that is, every time a staff member selects the Submit button on any staff Workform or on the Direct Request Workform a borrowing request is counted. The outcome of the request is **not** relevant; if the request ultimately expires as *unfilled* it is still counted as a borrowing request.

Patron selection of the Submit button on the Interlibrary Loan Request is not counted as a borrowing request since the request must be reviewed by library staff.


Lending. All requested items that are physically or electronically shipped from a library are counted as lending requests. Items that are not in fact expected to be returned, such as photocopies of articles, as well as items that are expected to be returned, such as books, CDs, DVDs, are all counted as lending requests.

Requests that you were unable to fill or chose to deflect are **not** counted as lending requests.

6.5 ILL Analyses: Introduction (continued)

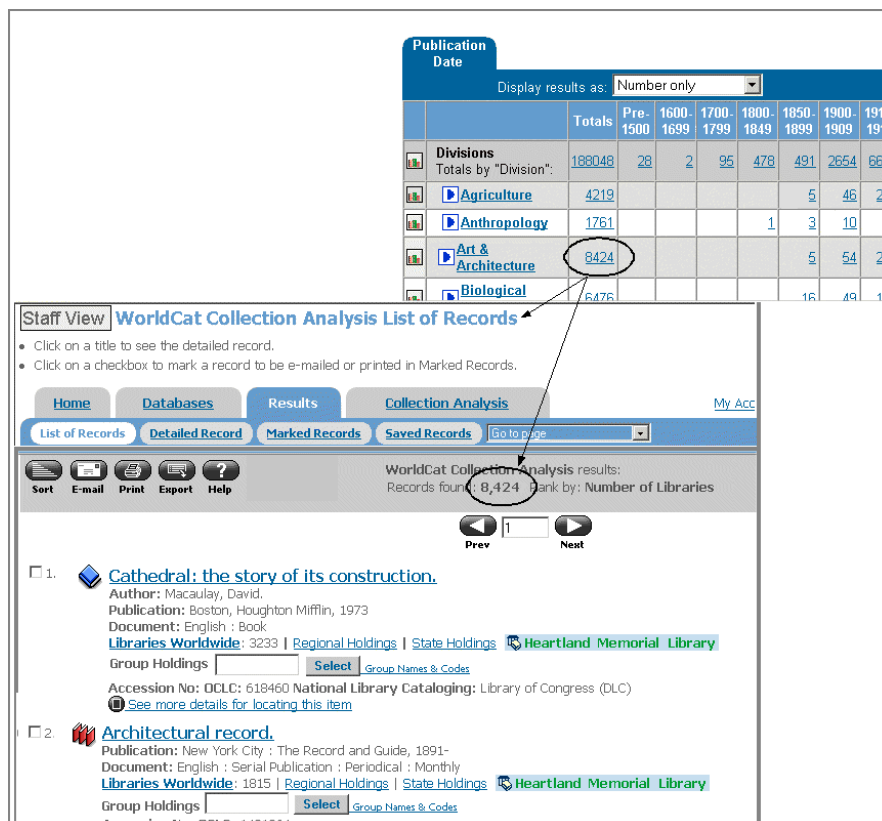
View graph display

You can view a graph of the data from a single row of the analysis table by selecting

the **Display Graph**  icon. See section 11.2, "Graph Display Screen" for more information.


View records

To view actual holdings for a given row/column, select the number shown in the corresponding table cell.



The screenshot shows the WorldCat Collection Analysis interface. At the top, there is a table titled "Publication Date" with columns for "Totals" and years from 1500 to 1999. The "Art & Architecture" row is highlighted, and the number "8424" in the "Totals" column is circled. Below the table, there is a "List of Records" screen showing two records. The first record is "Cathedral: the story of its construction." and the second is "Architectural record." Both records show the number of libraries holding the item (3233 and 1815 respectively) and a link to "Heartland Memorial Library".

Summary bibliographic information is provided as a **List of Records** screen. Records are ranked by the number of libraries holding the item in WorldCat, in descending order, that is, items held by the most libraries display first on the list.

To...	Do this...
View additional information about the List of Records screen	Select the Help  icon.
View a full record	Select the record title.
Return to the Analysis Results screen	Select the Collection Analysis tab.

6.6 Borrower: Request Date

The Request Date view presents a library's borrowing activity over time. The display shows the total number of:

- Titles held by a library for each Conspectus division (*Total Titles Held*)
- Borrowing requests submitted by a library
- Borrowing requests submitted by a library per year

as of the most recent WorldCat Collection Analysis quarterly update ([20xx]).

Example:

	Total Titles Held	ILL Requests—by Request Date				
		Totals	2006	2005	2004	2003
Divisions Totals by "Division":	188048	7795	2101	2182	2328	1184
▶ Agriculture	4219	452	111	140	137	64
▶ Anthropology	1761	32	2	16	11	4
▶ Art & Architecture	8424	162	42	56	43	21
▶ Biological Sciences	6476	1235	216	418	416	185
▶ Business & Economics	12503	233	61	68	60	44
▶ Chemistry	910	86	22	25	30	9

To date this library has submitted a total of 162 borrowing requests:

- 42 submitted for 2006
- 56 submitted for 2005
- 43 submitted for 2004
- 21 submitted for 2003


Defaults

The default Request Date view presents annual [Request Date](#) ranges as the table columns, and the OCLC Conspectus Divisions as rows.










The default row expansion order is:

Conspectus (Division/Category/Subject)
Holding Status
Lender
Language
Format
Audience

6.6 Borrower: Request Date (continued)

Quarterly totals. You can expand the yearly totals into quarterly totals by selecting the **Expand Column**  icon.

Example:

	Total Titles Held	ILL Requests—by Request Date							
		Totals	2006 	Fourth Quarter	Third Quarter	Second Quarter	First Quarter	2005 	2
Divisions Totals by "Division":	432417	14648	4118	1	600	1590	1927	3982	
 ▶ Agriculture	9592	845	223		3	45	175	230	
 ▶ Anthropology	3762	66	8		2	4	2	31	
 ▶ Art & Architecture	18928	162	42		15	10	17	26	
 ▶ Biological Sciences	14132	1952	354		55	96	203	657	
 ▶ Business & Economics	26892	470	122		17	36	69	156	
 ▶ Chemistry	1304	118	36		13	9	14	33	
 ▶ Computer Science	1996	54	22			7	15	8	

Of the 42 Art & Architecture items requested by this library through the third quarter of 2006, 17 were submitted in the first quarter, 10 were submitted in the second quarter and 15 were submitted in the third quarter.

Changing the analysis You can vary the order in which dimensions are applied to this analysis by using the **Change Analysis** screen.

Column values. For the Borrower's Request Date view, you may select one of these dimensions as the column value for the **Analysis Results** screen:

Format	Holding Status
Language	Request Frequency
Publication Date	Request Cost
Request Date	

Row expansion. For row expansion, you may re-order the following dimensions **except** the one you have selected for the column value:

Audience	Lending Library
Division	Request Cost
Format	Request Date
Holding Status	Copy / Loan
Language	

See [section 11.3, "Change Analysis Screen"](#) for more information.

6.6 Borrower: Request Date (continued)

Limiting the analysis

You can reduce the overall results of an analysis by reducing the breadth of one or more of the dimensions. You reduce the breadth by creating subsets of an analysis dimension on the **Limit Analysis** screen.

For the Borrower's Request Date view you can select subsets of the following dimensions:

- Lending Library
- Request Date
- Request Cost
- Holding Status
- Copy / Loan
- Division (You can limit the OCLC Conspectus by Division only; you cannot limit by Category or Subject.)
- Publication Date
- Language
- Format
- Audience

See [section 11.4, "Limit Analysis Screen"](#) for more information.

Limit by Lending Library. The number of libraries with which you participate in ILL transactions can be very large. In order to reduce scrolling and still provide the complete list of lenders when necessary, you can limit the Lending Library dimension by means of the radio buttons shown below the dimension title.

This button...	Displays...
Top 10	The ten libraries to which you have submitted the greatest number of requests.
Top 25	The twenty-five libraries to which you have submitted the greatest number of requests.
Top 50	The fifty libraries to which you have submitted the greatest number of requests.
All	All libraries to which you have submitted requests.

6.7 Borrower: Request Frequency

The Request Frequency view presents how often individual items are requested by your library. The display shows the total number of:

- Titles held by your library for each Conspectus division (*Total Titles Held*)
- Borrowing requests submitted by your library
- Items requested:
 - only once
 - between two and five times
 - between six and ten times
 - more than ten times

as of the most recent WorldCat Collection Analysis quarterly update ([20xx]).

Example:

	Total Titles Held	ILL Requests—by Request Frequency				
		Totals	1 Time	2-5 Times	6-10 Times	>10 Times
Divisions Totals by "Division":	188048	3299	2145	887	161	106
▶ Agriculture	4219	171	102	49	14	6
▶ Anthropology	1761	22	18	3	1	
▶ Art & Architecture	8424	48	35	5	6	2
▶ Biological Sciences	6476	419	221	149	30	19
▶ Business & Economics	12503	141	105	32	3	1
▶ Chemistry	910	42	24	15	2	1

Of the 48 Art & Architecture items requested by this library as of the last quarterly update:

- 35 were requested only once
- 5 were requested between 2 and 5 times
- 6 were requested between 6 and 10 times
- 2 were requested more than ten times

Defaults

The default **Analysis Results** screen presents [Request Frequency](#) ranges as the table columns, and the OCLC Conspectus Divisions as rows.

The default row expansion order is:

Conspectus (Division/Category/Subject)
Holding Status
Language
Format
Audience

6.7 Borrower: Request Frequency (continued)

Changing the analysis You can vary the order in which dimensions are applied to this analysis by using the **Change Analysis** screen.

Column values. For the Borrower's Request Frequency view, you may select one of these dimensions as the column value for the **Analysis Results** screen:

Format	Holding Status
Language	Request Frequency
Publication Date	Request Cost
Request Date	

Row expansion. For row expansion, you may re-order the following dimensions **except** the one you have selected for the column value:

Audience	Holding Status
Division	Language
Format	

See [section 11.3, "Change Analysis Screen"](#) for more information.

Limiting the analysis You can reduce the overall results of an analysis by reducing the breadth of one or more of the dimensions. You reduce the breadth by creating subsets of an analysis dimension on the **Limit Analysis** screen.

For the Borrower's Request Frequency view you can select subsets of the following dimensions:

- Holding Status
- Request Frequency
- Division (You can limit the OCLC Conspectus by Division only; you cannot limit by Category or Subject.)
- Publication Date
- Language
- Format
- Audience

See [section 11.4, "Limit Analysis Screen"](#) for more information.

6.8 Borrower: Request Cost

The Request Cost view presents the charges your library paid to borrow items. This amount is retrieved from the *Lending Charges* field of the WorldCat Resource Sharing request. The display shows the total number of:

- Titles held by your library for each Conspectus division (*Total Titles Held*)
- Borrowing requests submitted by your library
- Borrowing requests for which:
 - your library paid a zero dollar amount
 - your library paid \$10.00 or less
 - your library paid between \$10.01 and \$20.00
 - your library paid between \$20.01 and \$30.00
 - your library paid between \$30.01 and \$40.00
 - cost data is missing or not applicable, for example, requests which were not filled

as of the most recent WorldCat Collection Analysis quarterly update ([20xx]).

Example:

	Total Titles Held	ILL Requests—by Request Cost							
		Totals	FREE	< \$10.00	\$10.01 - \$20.00	\$20.01 - \$30.00	\$30.01 - \$40.00	UNKNOWN	
Divisions Totals by "Division":	188048	7940	2105	352	244	2	1	5236	
Agriculture	4219	468	44	21	18			385	
Anthropology	1761	32	5	2	2			23	
Art & Architecture	8424	51	12	2	2			35	
Biological Sciences	6476	1247	228	47	36		1	936	
Business & Economics	12503	236	88	10	4			134	
Chemistry	910	86	23	8	3			52	
Computer Science	680	35	4		1			30	

Of 51 Art & Architecture borrowing requests submitted by this library as of the last quarterly update:

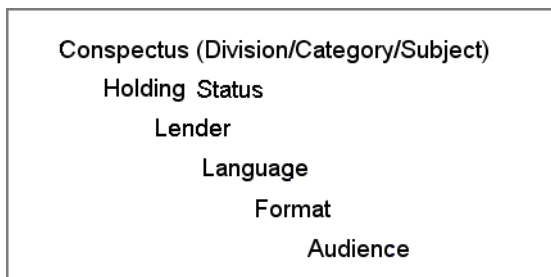
- 12 titles were obtained at no cost
- 2 titles cost \$10.00 or less
- 2 titles cost between \$10.01 and \$20.00
- 35 titles have no cost information

6.8 Borrower: Request Cost (continued)

Defaults

The default **Analysis Results** screen presents **Request Cost** ranges as the table columns, and the OCLC Conspectus Divisions as rows.

The default row expansion order is:



Changing the analysis

You can vary the order in which dimensions are applied to this analysis by using the **Change Analysis** screen.

Column values. For the Borrower's Request Cost view, you may select one of these dimensions as the column value for the **Analysis Results** screen:

Format	Holding Status
Language	Request Frequency
Publication Date	Request Cost
Request Date	

Row expansion. For row expansion, you may re-order the following dimensions **except** the one you have selected for the column value:

Audience	Lending Library
Division	Request Cost
Format	Request Date
Holding Status	Copy / Loan
Language	

See [section 11.3, "Change Analysis Screen"](#) for more information.

6.8 Borrower: Request Cost (continued)

Limiting the analysis

You can reduce the overall results of an analysis by reducing the breadth of one or more of the dimensions. You reduce the breadth by creating subsets of an analysis dimension on the **Limit Analysis** screen.

For the Borrower's Request Cost view you can select subsets of the following dimensions:

- Lending Library
- Request Date
- Request Cost
- Holding Status
- Copy / Loan
- Division (You can limit the OCLC Conspectus by Division only; you cannot limit by Category or Subject.)
- Publication Date
- Language
- Format
- Audience

See [section 11.4, "Limit Analysis Screen"](#) for more information.

Limit by Lending Library. The number of libraries with which you participate in ILL transactions can be very large. In order to reduce scrolling and still provide the complete list of lenders when necessary, you can limit the Lending Library dimension by means of the radio buttons shown below the dimension title.

This button...	Displays...
Top 10	The ten libraries to which you have submitted the greatest number of requests.
Top 25	The twenty-five libraries to which you have submitted the greatest number of requests.
Top 50	The fifty libraries to which you have submitted the greatest number of requests.
All	All libraries to which you have submitted requests.

6.9 Lender: Request Date

The Request Date view presents your library's lending activity over time. The display shows the total number of:

- Titles held by your library for each Conspectus division (*Total Titles Held*)
- Items shipped by your library
- Items shipped by your library per year

as of the most recent WorldCat Collection Analysis quarterly update ([20xx]).

Example:

	Total Titles Held	ILL Requests—by Request Date				
		Totals	2006	2005	2004	2003
Divisions Totals by "Division":	188048	7795	2101	2182	2328	1184
▶ Agriculture	4219	452	111	140	137	64
▶ Anthropology	1761	32	2	15	11	4
▶ Art & Architecture	8424	162	42	56	43	21
▶ Biological Sciences	6476	1235	216	418	416	185
▶ Business & Economics	12503	233	61	68	60	44
▶ Chemistry	910	86	22	25	30	9

To date this library has shipped a total of 162 borrowing requests:

- 42 shipped for 2006
- 56 shipped for 2005
- 43 shipped for 2004
- 21 shipped for 2003


Defaults

The default Request Date view presents annual [Request Date](#) ranges as the table columns, and the OCLC Conspectus Divisions as rows.










The default row expansion order is:

Conspectus (Division/Category/Subject)
Holding Status
Lender
Language
Format
Audience

6.9 Lender: Request Date (continued)

Quarterly totals. You can expand the yearly totals into quarterly totals by selecting the **Expand Column**  icon.

Example:

	Total Titles Held	ILL Requests—by Request Date							
		Totals	2006 	Fourth Quarter	Third Quarter	Second Quarter	First Quarter	2005 	2
Divisions Totals by "Division":	432417	14648	4118	1	600	1590	1927	3982	
 ▶ Agriculture	9592	845	223		3	45	175	230	
 ▶ Anthropology	3762	66	8		2	4	2	31	
 ▶ Art & Architecture	18928	162	42		15	10	17	26	
 ▶ Biological Sciences	14132	1952	354		55	96	203	657	
 ▶ Business & Economics	26892	470	122		17	36	69	156	
 ▶ Chemistry	1304	118	36		13	9	14	33	
 ▶ Computer Science	1996	54	22			7	15	8	

Of the 42 Art & Architecture items requested by this library through the third quarter of 2006, 17 were submitted in the first quarter, 10 were submitted in the second quarter and 15 were submitted in the third quarter.

Changing the analysis You can vary the order in which dimensions are applied to this analysis by using the **Change Analysis** screen.

Column values. For the Lender's Request Date view, you may select one of these dimensions as the column value for the **Analysis Results** screen:

Format	Holding Status
Language	Request Frequency
Publication Date	Request Cost
Request Date	

Row expansion. For row expansion, you may re-order the following dimensions **except** the one you have selected for the column value:

Audience	Lending Library
Division	Request Cost
Format	Request Date
Holding Status	Copy / Loan
Language	

See [section 11.3, "Change Analysis Screen"](#) for more information.

6.9 Lender: Request Date (continued)

Limiting the analysis

You can reduce the overall results of an analysis by reducing the breadth of one or more of the dimensions. You reduce the breadth by creating subsets of an analysis dimension on the **Limit Analysis** screen.

For the Lender's Request Date view you can select subsets of the following dimensions:

- Lending Library
- Request Date
- Request Cost
- Holding Status
- Copy / Loan
- Division (You can limit the OCLC Conspectus by Division only; you cannot limit by Category or Subject.)
- Publication Date
- Language
- Format
- Audience

See [section 11.4, "Limit Analysis Screen"](#) for more information.

Limit by Borrowing Library. The number of libraries with which you participate in ILL transactions can be very large. In order to reduce scrolling and still provide the complete list of lenders when necessary, you can limit the Borrowing Library dimension by means of the radio buttons shown below the dimension title.

This button...	Displays...
Top 10	The ten libraries to which you have loaned the greatest number of items.
Top 25	The twenty-five libraries to which you have loaned the greatest number of items.
Top 50	The fifty libraries to which you have loaned the greatest number of items.
All	All libraries to which you have loaned items.

6.10 Lender: Request Frequency

The Request Frequency view presents how often individual titles are shipped by your library. The display shows the total number of:

- Titles held by your library for each Conspectus division (*Total Titles Held*)
- Titles shipped by your library
- Titles shipped:
 - only once
 - between two and five times
 - between six and ten times
 - more than ten times

as of the most recent WorldCat Collection Analysis quarterly update ([20xx]).

Example:

	Total Titles Held	ILL Requests—by Request Frequency				
		Totals	1 Time	2-5 Times	6-10 Times	>10 Times
Divisions Totals by "Division":	188048	3299	2145	887	161	106
▶ Agriculture	4219	171	102	49	14	6
▶ Anthropology	1761	22	18	3	1	
▶ Art & Architecture	8424	48	35	5	6	2
▶ Biological Sciences	6476	419	221	149	30	19
▶ Business & Economics	12503	141	105	32	3	1
▶ Chemistry	910	42	24	15	2	1

Of the 48 Art & Architecture items shipped by this library as of the last quarterly update:

- 35 were shipped only once
- 5 were shipped between 2 and 5 times
- 6 were shipped between 6 and 10 times
- 2 were shipped more than ten times

Defaults

The default **Analysis Results** screen presents [Request Frequency](#) ranges as the table columns, and the OCLC Conspectus Divisions as rows.

The default row expansion order is:

Conspectus (Division/Category/Subject)
Holding Status
Language
Format
Audience

6.10 Lender: Request Frequency (continued)

Changing the analysis You can vary the order in which dimensions are applied to this analysis by using the **Change Analysis** screen.

Column values. For the Lender's Request Frequency view, you may select one of these dimensions as the column value for the **Analysis Results** screen:

Format	Request Date
Language	Request Frequency
Publication Date	

Row expansion. For row expansion, you may re-order the following dimensions **except** the one you have selected for the column value:

Audience	Holding Status
Division	Language
Format	

See [section 11.3, "Change Analysis Screen"](#) for more information.

Limiting the analysis You can reduce the overall results of an analysis by reducing the breadth of one or more of the dimensions. You reduce the breadth by creating subsets of an analysis dimension on the **Limit Analysis** screen.

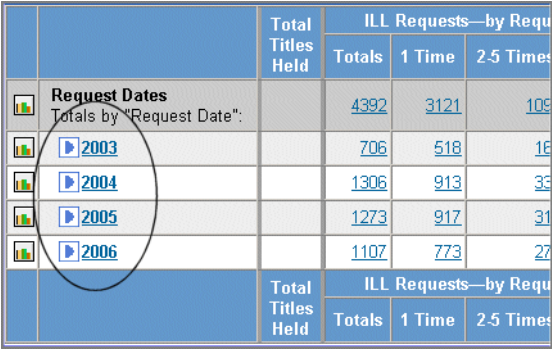
For the Lender's Request Frequency view you can select subsets of the following dimensions:

- Holding Status
- Request Frequency
- Division (You can limit the OCLC Conspectus by Division only; you cannot limit by Category or Subject.)
- Publication Date
- Language
- Format
- Audience

See [section 11.4, "Limit Analysis Screen"](#) for more information.

6.11 View Frequency Data by Years

To view frequency data by years:

Action																																		
1	<p>Select Change Analysis in the Navigation menu.</p> <p>Result: The Change Analysis screen appears.</p>																																	
2	<p>Select:</p> <ul style="list-style-type: none"> • Request Frequency (year) [Borrower/Lender] or • Checkout Frequency (by Year) [Circulation] 																																	
3	<p>If you selected:</p> <ul style="list-style-type: none"> • Request Frequency: Select Request Date as one level of row expansion. <p>Note: The default row expansion order places Request Date at the 6th (last) expansion order. To see an initial breakdown by year as shown below, select Request Date as the 1st level and select the remaining dimensions according to your needs.</p>  <table border="1" data-bbox="678 905 1227 1251"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">Total Titles Held</th> <th colspan="3">ILL Requests—by Request Date</th> </tr> <tr> <th>Totals</th> <th>1 Time</th> <th>2.5 Times</th> </tr> </thead> <tbody> <tr> <td>Request Dates Totals by "Request Date":</td> <td></td> <td>4392</td> <td>3121</td> <td>109</td> </tr> <tr> <td>▶ 2003</td> <td></td> <td>706</td> <td>518</td> <td>16</td> </tr> <tr> <td>▶ 2004</td> <td></td> <td>1306</td> <td>913</td> <td>35</td> </tr> <tr> <td>▶ 2005</td> <td></td> <td>1273</td> <td>917</td> <td>31</td> </tr> <tr> <td>▶ 2006</td> <td></td> <td>1107</td> <td>773</td> <td>27</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • For Checkout Frequency: With Checkout Frequency by Year as the column value, Checkout Date automatically becomes the first level of row expansion. 		Total Titles Held	ILL Requests—by Request Date			Totals	1 Time	2.5 Times	Request Dates Totals by "Request Date":		4392	3121	109	▶ 2003		706	518	16	▶ 2004		1306	913	35	▶ 2005		1273	917	31	▶ 2006		1107	773	27
	Total Titles Held			ILL Requests—by Request Date																														
		Totals	1 Time	2.5 Times																														
Request Dates Totals by "Request Date":		4392	3121	109																														
▶ 2003		706	518	16																														
▶ 2004		1306	913	35																														
▶ 2005		1273	917	31																														
▶ 2006		1107	773	27																														
4	<p>Select Run Analysis.</p> <p>Result: The desired analysis is run and you are returned to the updated Analysis Results screen.</p>																																	

Authoritative Lists

In this chapter

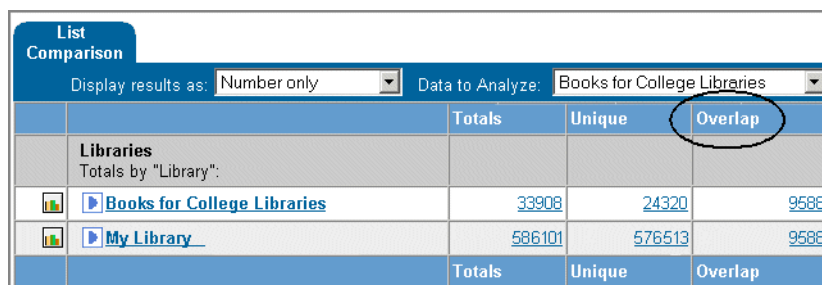
This chapter contains the following topics:

Subject	Page
6.1 Introduction	6:2
6.2 Comparison	6:3
6.3 About Multi-Version Records	6:5
6.4 Overlap	6:7
6.5 Uniqueness	6:8

7.1 Introduction

An Authoritative List Comparison presents your library's or Subscription Group's holdings compared to authoritative collection development lists, in a spreadsheet-style table called the Analysis Results screen. For a description of screen functions see: [section 11.1, "Analysis Results Screen"](#).

Example:



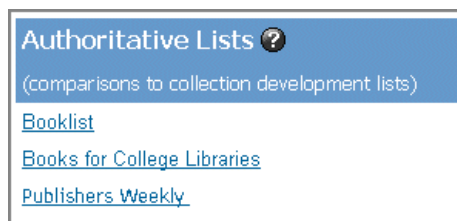
List Comparison		Totals	Unique	Overlap
Display results as: Number only				
Data to Analyze: Books for College Libraries				
Libraries Totals by "Library":				
	Books for College Libraries	33908	24320	9588
	My Library	586101	576513	9588
		Totals	Unique	Overlap

In comparing your library to Books for College Libraries, of your 156,035 titles,

- 146,447 titles are not included in Books for Collect Libraries (Unique).
- 9588 titles are included in Books for Collect Libraries (Overlap).

The complete set of available lists is available at: <http://www.oclc.org/support/documentation/collectionanalysis/authlists.html>.

Comparisons that you create are identified as *Authoritative Lists* on the **Data to Analyze** screen.



You must create an Authoritative List Comparison using the WorldCat Services Administrative Module (see [chapter 2, Administrative Functions](#)).

Analysis type

Individual institutions. For libraries subscribing as individual institutions, an *Authoritative List Comparison* is created between your library's holdings (*My Library* — the Individual Library Analysis) and the selected list.

Subscription Groups. For libraries subscribing as part of a Subscription Group, the comparison is created between the group's Aggregated Group Analysis and the selected list.

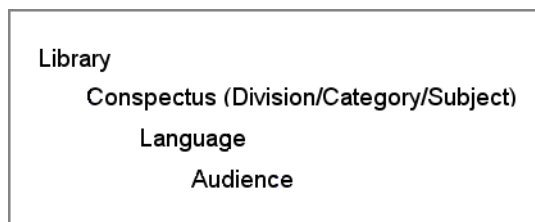
See [section 1.3, "Types of Analysis"](#) for more information about these analysis types.

7.2 Comparison

Defaults


The default **Analysis Results** screen presents total titles (*Totals*), unique titles (*Unique*), and shared titles (*Overlap*) as the table columns, and your library/group and the selected authoritative list as rows.

The default row expansion order is:



View graph display

You can view a graph of the data from a single row of the analysis table by selecting

the **Display Graph**  icon. See [section 11.2, "Graph Display Screen"](#) for more information.

Changing the analysis

You can vary the order in which dimensions are applied to this analysis by using the **Change Analysis** screen.

Column values. For an Authoritative List Comparison the only available column value is List Comparison.

Row expansion. For row expansion, you may re-order the following dimensions **except** the one you have selected for the column value:

- Audience
- Division
- Language
- Library vs List

Limiting the analysis

You can reduce the overall results of an analysis by reducing the breadth of one or more of the dimensions. You reduce the breadth by creating subsets of an analysis dimension on the [Limit Analysis Screen](#).

For an Authoritative List Comparison you can select subsets of the following dimensions:

- Library vs List
- Division
- Language
- Audience

7.2 Comparison (continued)


View records

To view actual holdings for a given row/column, select the number shown in the corresponding table cell.

The screenshot displays the 'WorldCat Collection Analysis List of Records' interface. At the top, a 'Publication Date' filter is set to 'Number only'. Below this is a table showing 'Divisions' with columns for 'Totals' and years from 1500 to 1999. The 'Art & Architecture' division has a total of 8,424 records, which is circled in red. An arrow points from this number to the 'WorldCat Collection Analysis results' section below, which shows 'Records found: 8,424'. The results are sorted by 'Number of Libraries'. The first record is 'Cathedral: the story of its construction.' by David Macaulay, published in 1973. It shows 3,233 libraries worldwide and is held by Heartland Memorial Library. The second record is 'Architectural record.' published in 1891, with 1,815 libraries worldwide and also held by Heartland Memorial Library. Navigation buttons for 'Prev' and 'Next' are visible between the two records.

Divisions	Totals	Pre-1500	1600-1699	1700-1799	1800-1849	1850-1899	1900-1909	1910-1999
Totals by "Division":	189048	28	2	95	478	491	2654	661
Agriculture	4219					5	46	22
Anthropology	1761				1	3	10	5
Art & Architecture	8424					5	54	20
Biological	6476					16	49	16

Summary bibliographic information is provided as a **List of Records** screen. Records are ranked by the number of libraries holding the item in WorldCat, in descending order, that is, items held by the most libraries display first on the list.

To...	Do this...
View additional information about the List of Records screen	Select the Help  icon.
View a full record	Select the record title.
Return to the Analysis Results screen	Select the Collection Analysis tab.

7.3 About Multi-Version Records

For an Authoritative List Comparison, WorldCat Collection Analysis groups items of similar intellectual content into a single record; this concept is often referred to as *FRBR* (see: *Functional Requirements for Bibliographic Records - Final Report* at <http://www.ifla.org/VII/s13/frbr/frbr.htm>).

For this comparison, OCLC combines bibliographic information for different editions or formats of given work into a *Multi-Version Record*. For example, a library that owns a printed edition of *Michelangelo & the Pope's ceiling* and a library that owns the recorded edition (*Recording for the Blind & Dyslexic*, 2003) will both match the listing in *Booklist*. The **List of Records** screen for this comparison will show the title only once, as a Multi-Version Record.



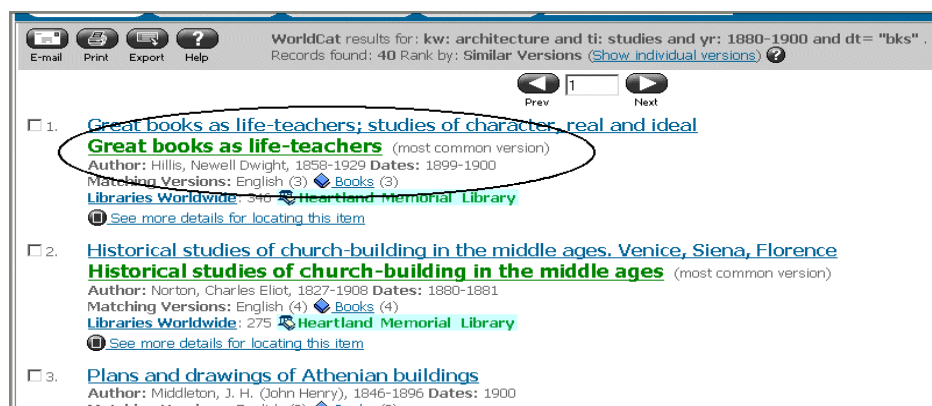
WorldCat Collection Analysis results for: (cc: 14544000 and bc= "BooklistXX1001164~~8926") and ct= "BooklistXX1001164~~2".
Records found: 22 Rank by: Similar Versions

1. [Michelangelo & the Pope's ceiling](#)
Author: King, Ross, 1962- Dates: 2002-2003
Matching Versions: English (7) [Books](#) (5) [Sound Recordings](#) (2)
[Libraries Worldwide](#): 2584 | [Regional Holdings](#) | [State Holdings](#) [Heartland Memorial Library](#)
[See more details for locating this item](#)

2. [From slave ship to freedom road](#)
Author: Lester, Julius Dates: 1998-2000
Matching Versions: English (4) [Books](#) (4)
[Libraries Worldwide](#): 1462 | [Regional Holdings](#) | [State Holdings](#) [Heartland Memorial Library](#)
[See more details for locating this item](#)

3. [My name is Georgia](#)
Author: Winter, Jeanette. Dates: 1998-2003
Matching Versions: English (4) [Books](#) (4)

Most common version In some cases, an additional title, displayed in green and labeled (*most common version*), appears when a uniform title is used as the basis for a Multi-Version Record.



WorldCat results for: kw: architecture and ti: studies and yr: 1880-1900 and dt= "bks".
Records found: 40 Rank by: Similar Versions ([Show individual versions](#))

1. [Great books as life-teachers; studies of character, real and ideal](#)
[Great books as life-teachers](#) (most common version)
Author: Hillis, Newell Dwight, 1858-1929 Dates: 1899-1900
Matching Versions: English (3) [Books](#) (3)
[Libraries Worldwide](#): 310 [Heartland Memorial Library](#)
[See more details for locating this item](#)

2. [Historical studies of church-building in the middle ages. Venice, Siena, Florence](#)
[Historical studies of church-building in the middle ages](#) (most common version)
Author: Norton, Charles Elliot, 1827-1908 Dates: 1880-1881
Matching Versions: English (4) [Books](#) (4)
[Libraries Worldwide](#): 275 [Heartland Memorial Library](#)
[See more details for locating this item](#)

3. [Plans and drawings of Athenian buildings](#)
Author: Middleton, J. H. (John Henry), 1846-1896 Dates: 1900
Matching Versions: English (2) [Books](#) (2)

7.3 About Multi-Version Records (continued)

Your own holdings

When you select an item's title, WCAS displays the multi-version record. Your own holdings will be listed first within the *Matching Versions* list.

GET THIS ITEM

Availability: **FirstSearch indicates your institution owns the item.**

- Libraries worldwide that own item: 2584 [Heartland Memorial Library](#)
- Connect to the catalog at The Evergreen State College

Your library owns these versions of the item:

- Books: [Large print](#)

External Resources:

- [Evergreen Interlibrary Loan](#)
- [Find this item at Antiquarian Booksellers Association of America](#) (Bookseller)
- [Find this item at Barnes & Noble.com](#) (Bookseller)
- [Copyright Clearance Center](#)

Title: **Michelangelo & the Pope's ceiling**

Author: King, Ross, 1962-

Dates: 2002-2003

Language: English

Versions: [All](#) [Heartland Memorial Library](#)

Document Types

- Books [Heartland Memorial Library](#)
- Specific Formats
- [Large print](#) [Heartland Memorial Library](#)
- Sound Recordings [Borrow from another library](#)
- Specific Formats
- [CD audio](#) [Borrow from another library](#)

Matching Versions

These versions match your search:

- [Michelangelo & the Pope's ceiling](#) King, Ross. New York : Walker & Company, 2003
Book 373 p., [8] p. of plates : ill. (some col.) : 25 cm.
Libraries: 1573 [Heartland Memorial Library](#)
- [Michelangelo & the Pope's ceiling](#) King, Ross. Waterville, Me. : Thorndike Press, 2003, 2002
Book [Large print](#) 592 p. (large print) : ill., map ; 23 cm.
Libraries: 508 [Heartland Memorial Library](#)
- [Michelangelo & the Pope's ceiling](#) King, Ross. New York : Penguin Books, 2003
Book 373 p. : ill. (some col.) ; 24 cm.
Libraries: 403
- [Michelangelo & the Pope's ceiling](#) King, Ross. London : Chatto & Windus, 2002

The remaining items in the Matching Versions list are held in WorldCat by other institutions. These will help you determine whether your version of a title has been superseded by a newer edition and also show you the number of institutions that have purchased the new edition.

7.4 Overlap

An Authoritative List Comparison provides an Overlap view which shows the number of titles that your library or your Subscription Group owns jointly with the selected authoritative collection development list.

For these comparisons Overlap is shown in the List Comparison tab.

Example: Individual institutions

List Comparison		Display results as: Number only	Data to Analyze: Books for College Libraries	
		Totals	Unique	Overlap
Libraries Totals by "Library":				
	Books for College Libraries	33908	24320	9588
	My Library	586101	576513	9588
		Totals	Unique	Overlap

For this comparison:

- Your library owns a total of 586,101 holdings.
- Books for College Libraries includes 33,908 titles.
- Your library and Books for College Libraries have 9,588 titles in common.

Example: Subscription group

List Comparison		Display results as: Number only	Data to Analyze: Books for College Libraries	
		Totals	Unique	Overlap
Libraries Totals by "Library":				
	Books for College Libraries	33908	33126	782
	Western Group	37226	36444	782
		Totals	Unique	Overlap

For this comparison:

- The Western Group owns a total of 37,226 titles.
- Books for College Libraries includes 33,908 titles.
- The Western Group and Books for College Libraries have 782 titles in common.

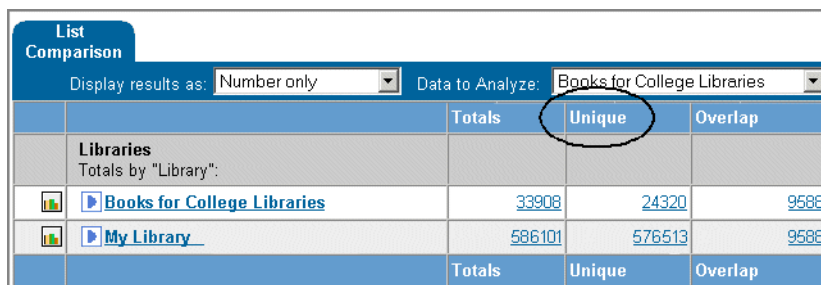
See [section 1.7, "Overlap/Uniqueness Implementation"](#) for information on how Overlap totals are counted.

7.5 Uniqueness

An Authoritative List Comparison provides a Uniqueness view which shows the number of titles that your library or Subscription Group owns that are **not** also owned with the selected authoritative collection development list.

For these comparisons Uniqueness is shown in the List Comparison tab.

Example: Individual institution

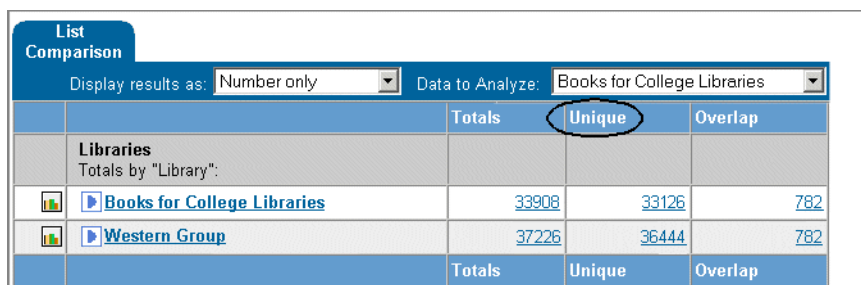


List Comparison		Display results as: Number only	Data to Analyze: Books for College Libraries	
		Totals	Unique	Overlap
Libraries Totals by "Library":				
	Books for College Libraries	33908	24320	9588
	My Library	586101	576513	9588
		Totals	Unique	Overlap

For this comparison:

- Of the 586,101 titles your library owns, 576,513 are not contained in Books for College Libraries
- Of the 33,908 titles in Books for College Libraries, 24,320 are not owned by your library.

Example: Subscription group



List Comparison		Display results as: Number only	Data to Analyze: Books for College Libraries	
		Totals	Unique	Overlap
Libraries Totals by "Library":				
	Books for College Libraries	33908	33126	782
	Western Group	37226	36444	782
		Totals	Unique	Overlap

For this comparison:

- Of the 33,908 titles in Books for College Libraries, 33,126 are not owned by the Western Group.
- Of the 37,226 titles owned by the Western Group, 36,444 are not contained in Books for College Libraries.

See [section 1.7, "Overlap/Uniqueness Implementation"](#) for information on how Uniqueness totals are counted.

Peer Comparisons

In this chapter

This chapter contains the following topics:

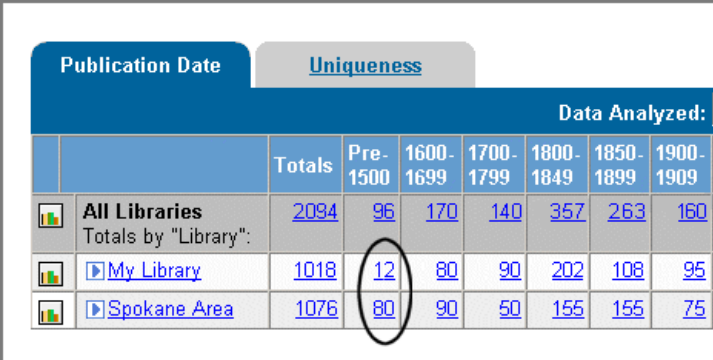
Subject	Page
7.1 Introduction	7:2
7.2 Comparison Group	7:3
7.3 One-to-One Comparison	7:6
7.4 Overlap	7:7
7.5 Uniqueness	7:8

8.1 Introduction

A Peer Comparison allows you to compare your library's holdings to the collections of other OCLC member libraries. Your library can choose from one to ten other libraries as a comparison group. The resulting analysis is presented in a spreadsheet-style table called the **Analysis Results** screen. For a description of screen functions see: [section 11.1, "Analysis Results Screen"](#).

- For a two-to-ten-library comparison, the subscribing library's holdings are compared to the comparison group's titles and the result is called a *Peer Comparison*.
- For a one-to-one comparison, the subscribing library's titles are compared to the peer library's titles and the result is called a *One-to-One Comparison*.

Example:



Publication Date		Uniqueness							Data Analyzed: 8
		Totals	Pre-1500	1600-1699	1700-1799	1800-1849	1850-1899	1900-1909	1910-1919
	All Libraries Totals by "Library":	2094	96	170	140	357	263	160	117
	▶ My Library	1018	12	80	90	202	108	95	151
	▶ Spokane Area	1076	80	90	50	155	155	75	121

The libraries that make up the Spokane Area comparison group have a total of 80 titles published before 1500. Your library has 12 holdings published before 1500.

Comparisons that you create are identified as *Peer Comparisons* on the **Data to Analyze** screen.



You must create a Peer Comparison using the WorldCat Services Administrative Module (see [chapter 2, Administrative Functions](#)).

Analysis type

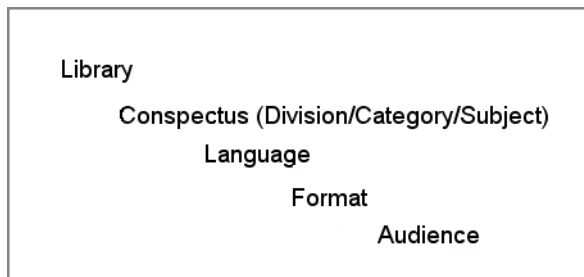
A Peer Comparison is created as an Individual Library Comparison. See [section 1.3, "Types of Analysis"](#) for more information about this analysis type.

8.2 Comparison Group

Defaults


The default **Analysis Results** screen presents Publication Date ranges as the table columns and the subscribing library and the comparison group as rows.

The default row expansion order is:



View graph display

You can view a graph of the data from a single row of the analysis table by selecting

the **Display Graph**  icon. See [section 11.2, "Graph Display Screen"](#) for more information.

Changing the analysis

You can vary the order in which dimensions are applied to this analysis by using the **Change Analysis** screen.

Column values. For a Peer Comparison you may select one of these dimensions as the column value for the **Analysis Results** screen:

Format	Publication Date
Language	Uniqueness
Library	

Row expansion. For row expansion, you may re-order the following dimensions **except** the one you have selected for the column value:

Audience	Language
Division	Library
Format	Publication Date

8.2 Comparison Group (continued)

Limiting the analysis You can reduce the overall results of an analysis by reducing the breadth of one or more of the dimensions. You reduce the breadth by creating subsets of an analysis dimension on the [Limit Analysis Screen](#).

For an Authoritative List Comparison you can select subsets of the following dimensions:

- Library vs comparison group
- Division
- Publication Date
- Language
- Audience

8.2 Comparison Group (continued)


View records

To view actual holdings for a given row/column, select the number shown in the corresponding table cell.

The screenshot displays the WorldCat Collection Analysis interface. At the top, a 'Publication Date' filter is set to 'Number only'. Below it is a table showing 'Divisions' with columns for 'Totals' and years from 1500 to 1999. The 'Art & Architecture' division has a total of 8,424 records, which is circled in red. An arrow points from this number to the 'WorldCat Collection Analysis results' section below, which shows 'Records found: 8,424'. The results are sorted by 'Number of Libraries'. The first record is 'Cathedral: the story of its construction.' by David Macaulay, published in 1973. It has 3,233 worldwide holdings and is held by Heartland Memorial Library. The second record is 'Architectural record.' published in 1891, with 1,815 worldwide holdings, also held by Heartland Memorial Library. Navigation buttons for 'Sort', 'Email', 'Print', 'Export', and 'Help' are visible. A 'Help' icon (a question mark in a circle) is highlighted in the detailed record view.

Divisions	Totals	Pre-1500	1600-1699	1700-1799	1800-1849	1850-1899	1900-1909	1910-1999
Totals by "Division":	188048	28	2	95	478	491	2654	661
Agriculture	4219					5	46	22
Anthropology	1761				1	3	10	5
Art & Architecture	8424					5	54	20
Biological	6476					16	49	16

Summary bibliographic information is provided as a **List of Records** screen. Records are ranked by the number of libraries holding the item in WorldCat, in descending order, that is, items held by the most libraries display first on the list.

To...	Do this...
View additional information about the List of Records screen	Select the Help  icon.
View a full record	Select the record title.
Return to the Analysis Results screen	Select the Collection Analysis tab.

8.3 One-to-One Comparison

A One-to-One Comparison produces the same **Analysis Results**, **Change Analysis** and **Limit Analysis** screens as a Peer Comparison, except that the comparison library's name replaces the comparison group's name in the displays.

Permission

In order to compare your library's collection to another individual library's collection, OCLC requires you to obtain written permission from that library. To streamline this process, OCLC provides a Permission Template at: <http://www.oclc.org/support/documentation/collectionanalysis/permission.doc>. Access the template and follow the instructions. When you have received permission to create a one-to-one comparison, you must send a copy of the permission to OCLC at wcapmission@oclc.org.

Open Permissions. In order not to burden libraries with having to respond to numerous requests for One-to-One Comparisons, OCLC maintains a list of member libraries who grant permission for any other OCLC member library to create a One-to-One Comparison. The list is available at: <http://www.oclc.org/support/documentation/collectionanalysis/default.htm>.

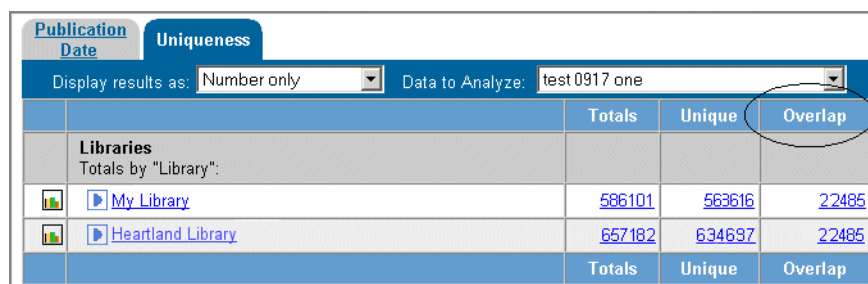
Libraries voluntarily submit themselves to this list. Contact an individual library directly for questions, additional information, or discrepancies.



8.4 Overlap

An Authoritative List Comparison provides an Overlap view which shows the number of titles that your library owns jointly with the collective titles (duplicates removed) of an authoritative collection development list.

For these comparisons Overlap is shown in the List Comparison tab.

Example: Individual institution

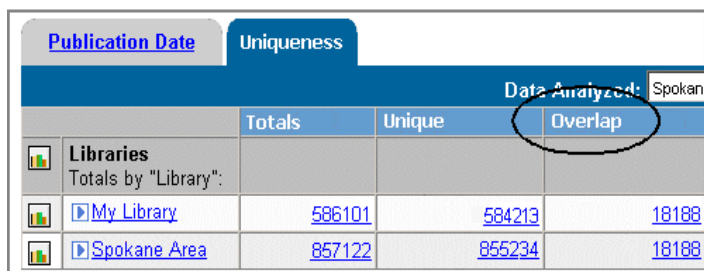




Publication Date		Uniqueness		
Display results as: Number only		Data to Analyze: test0917 one		
		Totals	Unique	Overlap
Libraries Totals by "Library":				
	My Library	586101	563616	22485
	Heartland Library	657182	634697	22485
		Totals	Unique	Overlap

For this comparison:

- Your library owns a total of 586,101 holdings.
- The Heartland Library owns 657,182 titles.
- Your library and the Heartland Library own 22,485 titles in common.

Example: Peer Comparison



Publication Date		Uniqueness		
		Data Analyzed: Spokane		
		Totals	Unique	Overlap
Libraries Totals by "Library":				
	My Library	586101	584213	18188
	Spokane Area	857122	855234	18188

For this comparison:

- Your library owns a total of 586,101 holdings.
- The Spokane Area group collectively owns 857,122 titles.
- Your library and the group own 18,188 titles in common.

See [section 1.7, "Overlap/Uniqueness Implementation"](#) for information on how Overlap totals are counted.

8.5 Uniqueness

A Peer Comparison provides a Uniqueness view which shows the number of titles your library owns that are not also owned by:

- a peer library (One-to-one Comparison)
- any other member its two- to ten-member Comparison Group (Peer Comparison)

Example: One-to-one Comparison

Publication Date		Uniqueness		
Display results as: Number only		Data to Analyze: test 0917 one		
		Totals	Unique	Overlap
Libraries Totals by "Library":				
	My Library	586101	563616	22485
	Heartland Library	657182	634697	22485
		Totals	Unique	Overlap

For this comparison:

- Of the 586,101 titles your library owns, 563,616 are not also owned by the Heartland Library.
- Of the 657,182 titles the Heartland Library owns, 634,697 are not also owned by your library.

Example: Peer Comparison

Publication Date		Uniqueness		
		Data Analyzed: 5		
		Totals	Unique	Overlap
Libraries Totals by "Library":				
	My Library	652489	636888	15601
	Tacoma Area	53986	38385	15601

For this comparison:

- Of the 652,489 titles your library owns, 636,888 are not owned by any member of the Tacoma Area group.
- Of the 53,986 titles owned by the Tacoma Area group, 38,385 are not owned by your library.

See [section 1.7, "Overlap/Uniqueness Implementation"](#) for information on how Uniqueness totals are counted.

Secondary Groups

In this chapter

This chapter contains the following topics:

Subject	Page
8.1 Introduction	8:2
8.2 Secondary Group	8:3
8.3 Aggregated Secondary Group	8:6
8.4 Overlap	8:9
8.5 Uniqueness	8:11

9.1 Introduction

Libraries who subscribe to WorldCat Collection Analysis as part of a group can create analyses for one or more subsets of their Subscription Group; these smaller groups are called *Secondary Groups*.

Comparisons that you create are identified as *Secondary Groups* on the **Data to Analyze** screen.



You must create a Secondary Group using the WorldCat Services Administrative Module (see [chapter 2, Administrative Functions](#)).

Analysis type

Creating a Secondary Group automatically results in both a Group Analysis and an Aggregated Group Analysis for the Secondary Group. See [section 1.3, "Types of Analysis"](#) for more information.

9.2 Secondary Group

Defaults

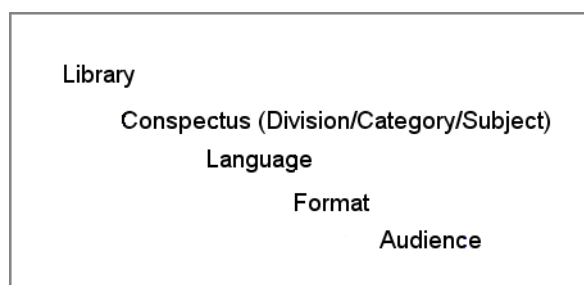
Information for the Secondary Group is presented in a spreadsheet-style table called the **Analysis Results** screen. The default **Analysis Results** screen presents Publication Date ranges as the table columns and the Subscription Group and the Secondary Group as rows. For a description of screen functions see: [section 11.1, "Analysis Results Screen"](#).

Example:


Publication Date		Overlap	Uniqueness	Display results as: Number only									
		Totals	Pre-1500	1500-1599	1600-1699	1700-1799	1800-1849	1850-1899	1900-1909	1910-1919	1920-1929		
Libraries Totals by "Library":		1714400	161	117	10759	2661	10282	33080	47655	100472	12020		
	CALIFORNIA STATE UNIV. LONG BEACH (CLO)	462387	31	6	316	613	2431	7563	14891	33267	3739		
	PORTLAND STATE UNIV LIBR (ORZ)	414497	57	19	5102	325	682	3728	11621	27535	3478		
	SIMON FRASER UNIV (SFB)	430623	21	14	84	1246	5784	16629	8407	18839	2218		
	WESTERN WASHINGTON UNIV (XFF)	406893	52	78	5257	477	1385	5160	12736	20831	2584		
			Pre-1500	1500-1599	1600-1699	1700-1799	1800-1849	1850-1899	1900-1909	1910-1919	1920-1929		

This Pacific Coast Secondary Group consists of four members of the Western Group.

The default row expansion order is:



View graph display

You can view a graph of the data from a single row of the analysis table by selecting the **Display Graph**  icon. See [section 11.2, "Graph Display Screen"](#) for more information.

9.2 Secondary Group (continued)

Changing the analysis You can vary the order in which dimensions are applied to this analysis by using the **Change Analysis** screen.

Column values. For a Secondary Group analysis you may select one of these dimensions as the column value for the **Analysis Results** screen:

Format	Publication Date
Language	Overlap
Library	Uniqueness

Row expansion. For row expansion, you may re-order the following dimensions **except** the one you have selected for the column value:

Audience	Language
Division	Library
Format	

Limiting the analysis You can reduce the overall results of an analysis by reducing the breadth of one or more of the dimensions. You reduce the breadth by creating subsets of an analysis dimension on the [Limit Analysis Screen](#).

For an Secondary Group comparison you can select subsets of the following dimensions:

- Secondary Group Library
- Division
- Publication Date
- Language
- Format
- Audience

9.2 Secondary Group (continued)

View records


To view actual holdings for a given row/column, select the number shown in the corresponding table cell.

The screenshot shows the WorldCat Collection Analysis interface. At the top right, there is a table titled 'Publication Date' with a dropdown menu set to 'Number only'. The table has columns for 'Totals' and years from 1500 to 1999. The 'Divisions' section shows the following data:

Division	Totals	Pre-1500	1600-1699	1700-1799	1800-1849	1850-1899	1900-1909	1910-1919
Totals by "Division":	188048	28	2	95	478	491	2654	661
Agriculture	4219					5	46	22
Anthropology	1761				1	3	10	5
Art & Architecture	8424					5	54	20
Biological	6476					16	49	16

Below the table is the 'List of Records' screen. It shows a search for 'WorldCat Collection Analysis results: Records found: 8,424 Rank by: Number of Libraries'. The first record is 'Cathedral: the story of its construction.' by Macaulay, David, published in 1973. The second record is 'Architectural record.' published in 1891. A red circle highlights the number '8424' in the table and the text 'Records found: 8,424' on the List of Records screen.

Summary bibliographic information is provided as a **List of Records** screen. Records are ranked by the number of libraries holding the item in WorldCat, in descending order, that is, items held by the most libraries display first on the list.

To...	Do this...
View additional information about the List of Records screen	Select the Help  icon.
View a full record	Select the record title.
Return to the Analysis Results screen	Select the Collection Analysis tab.

9.3 Aggregated Secondary Group

An Aggregated Group Analysis for a Secondary Group combines the titles of all members of the group and then removes duplicates so that the group appears as a single institution. The default **Analysis Results** screen presents Publication Date ranges as the table columns and the Subscription Group and the OCLC Conspectus divisions.

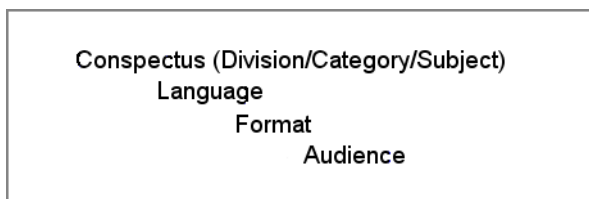
Example:

Publication Date		Display results as: <input type="text" value="Number only"/>		Data to Analyze: <input type="text" value="Paci"/>				
	Totals	Pre-1500	1600-1699	1700-1799	1800-1849	1850-1899	1900-1909	1910-1919
Divisions	188048	1094	9272	10992	35857	60031	28055	
Education Totals by "Category":	3800	52	94	127	546	1038	537	
▶ Early Childhood, Preschool, Kindergarten & Primary	293		2	2	16	34	49	
▶ Education & Training of Teachers	78		1	32	7	11	11	
▶ General Education	120	2	22	6	9	26	8	
▶ Higher Education	414		7	11	62	164	63	
▶ History of Education	828		15	28	146	200	63	
▶ Individual Institutions - America...								

Within the Pacific Coast Secondary Group, libraries collectively own 164 *Higher Education* titles published the 1850-1899 date range.


Defaults

The default row expansion order is:



View graph display

You can view a graph of the data from a single row of the analysis table by selecting

the **Display Graph**  icon. See [section 11.2, "Graph Display Screen"](#) for more information.

Changing the analysis

You can vary the order in which dimensions are applied to this analysis by using the **Change Analysis** screen.

Column values. For an aggregated Secondary Group you may select one of these dimensions as the column value for the **Analysis Results** screen:

- Format
- Language
- Publication Date

9.3 Aggregated Secondary Group (continued)

Row expansion. For row expansion, you may re-order the following dimensions **except** the one you have selected for the column value:

Audience	Language
Division	Library
Format	

Limiting the analysis You can reduce the overall results of an analysis by reducing the breadth of one or more of the dimensions. You reduce the breadth by creating subsets of an analysis dimension on the [Limit Analysis Screen](#) screen.

For an aggregated Secondary Group you can select subsets of the following dimensions:

- Division
- Publication Date
- Language
- Format
- Audience


9.3 Aggregated Secondary Group (continued)

View records

To view actual holdings for a given row/column, select the number shown in the corresponding table cell.

The screenshot shows the 'WorldCat Collection Analysis List of Records' interface. At the top, there is a 'Publication Date' section with a dropdown menu set to 'Number only'. Below this is a table with columns for 'Totals' and years from 1500 to 1999. The 'Art & Architecture' row is highlighted, and the number '8424' is circled in the 'Totals' column. An arrow points from this number to the 'WorldCat Collection Analysis results' section, which shows a list of records. The first record is 'Cathedral: the story of its construction.' by David Macaulay, published in 1973. The second record is 'Architectural record.' published in 1891. The interface includes navigation tabs like 'Home', 'Databases', 'Results', and 'Collection Analysis', and a 'List of Records' tab is selected. A 'Help' icon is visible in the top right of the interface.

Summary bibliographic information is provided as a **List of Records** screen. Records are ranked by the number of libraries holding the item in WorldCat, in descending order, that is, items held by the most libraries display first on the list.

To...	Do this...
View additional information about the List of Records screen	Select the Help  icon.
View a full record	Select the record title.
Return to the Analysis Results screen	Select the Collection Analysis tab.

9.4 Overlap

A Secondary Group Analysis provides an *Overlap* view which shows the number of titles each library in the group holds jointly with every other library in the group.

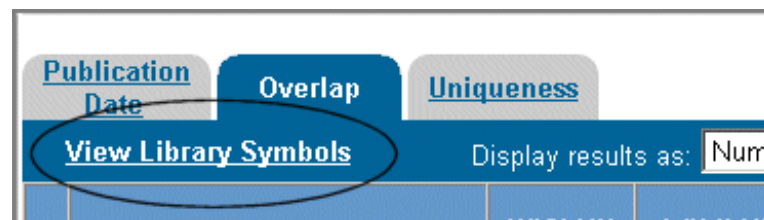
Example:

	CLO	ORZ	SFB	XFF
Libraries Totals by "Library":				
▶ CALIFORNIA STATE UNIV. LONG BEACH (CLO)	462387	160022	153456	162094
▶ PORTLAND STATE UNIV LIBR (ORZ)	160022	414497	143399	144795
▶ SIMON FRASER UNIV (SFB)	153456	143399	430623	130153
▶ WESTERN WASHINGTON UNIV (XFF)	162094	144795	130153	406893

Among the members of the Pacific Coast Secondary Group, Simon Fraser University holds:

- 153,456 titles in common with California State University at Long Beach (ORZ)
- 130,153 titles in common with Western Washington University (XFF)

Names vs symbols. The initial display shows library names as the column headings. To change the headings to OCLC symbols select the **View Library Symbols** link at the top of the Overlap tab.



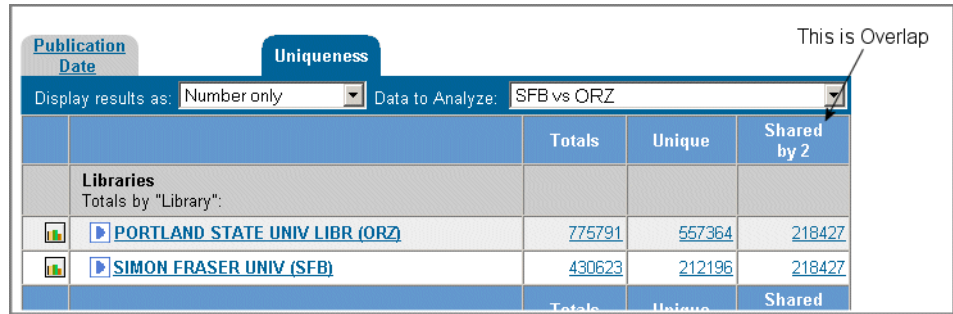
The table is redrawn with the libraries' OCLC symbols and the link changes to **View Library Names**.

See [section 1.7, "Overlap/Uniqueness Implementation"](#) for details.



9.4 Overlap (continued)

Two-member group

A special case occurs when a secondary group has only two members. In this case, the equivalent of Overlap appears in the *Shared by 2* column of the Uniqueness tab.



The screenshot shows the 'Uniqueness' tab with the following data:

		Totals	Unique	Shared by 2
Libraries Totals by "Library":				
	PORTLAND STATE UNIV LIBR (ORZ)	775791	557364	218427
	SIMON FRASER UNIV (SFB)	430623	212196	218427
		Totals	Unique	Shared

An arrow points to the 'Shared by 2' column with the text 'This is Overlap'.

Portland State University and Simon Fraser University hold 218, 427 titles in common.

9.5 Uniqueness

A Secondary Group Analysis provides a *Uniqueness* view which shows how broadly a given title is shared among the members of the secondary group, that is, how many of a library's titles are held by it alone, and how many are held by one other member (*Shared by two*), held by two other members (*Shared by three*), by three other members (*Shared by four*), and so on.

Example:

Publication Date		Overlap		Uniqueness		
Display results as: Number only		Data to Analyze: Pacific Coast				
		Totals	Unique	Shared by 2	Shared by 3	Shared by 4
Libraries						
Totals by "Library":						
	CALIFORNIA STATE UNIV. LONG BEACH (CLO)	462387	189674	124845	92877	54991
	PORTLAND STATE UNIV LIBR (ORZ)	414497	160687	114295	84424	54991
	SIMON FRASER UNIV (SFB)	430623	194267	100695	80670	54991
	WESTERN WASHINGTON UNIV (XFE)	406893	163519	104497	83786	54991
				Shared	Shared	Shared

Among the members of the Pacific Coast Group, Simon Fraser University has:

- 194,287 titles that no one else in the group owns
- 100,695 titles that are shared with one other member of the group
- 80,670 titles that are shared with two other members of the group
- 54,991 titles that are shared with three other members of the group

See [section 1.7, "Overlap/Uniqueness Implementation"](#) for details.

Predefined Groups

In this chapter

This chapter contains the following topics:

Subject	Page
9.1 Introduction	9:2
9.2 Comparison	9:4
9.3 Overlap	9:7
9.4 Uniqueness	9:8

10.1 Introduction

A Predefined Group Comparison presents your library's or Subscription Group's holdings compared to an OCLC-defined group, that is, to a set of libraries selected by OCLC for the significance and/or specialization of their collections. Libraries may be grouped by type (ARL Libraries), size (Public Libraries by Population Served), specialization (Education, Business & Economics), country (Canada, Ireland) and so on. Groupings are based on sources such as *U.S. News & World Report's* College and University ratings, Association for Research Libraries statistics, Hennen's American Public Library Ratings (HAPLR) and additional authoritative web sites.

Your library or Subscription Group can also create a Predefined Group Comparison with OCLC's *Electronic Books* or *NetLibrary* databases.

The comparison is presented in a spreadsheet-style table called the **Analysis Results** screen. For a description of screen functions see: [section 11.1, "Analysis Results Screen"](#).

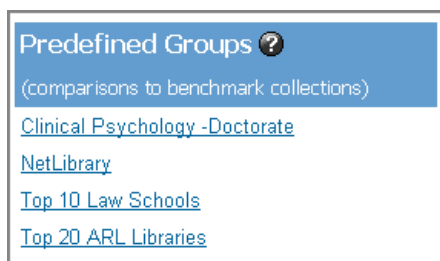
Example:

Publication Date	Uniqueness	Data to Analyze: Real Estate - Undergraduate										
	Totals	1970-1979	1980-1989	1990-1999	2000	2001	2002	2003	2004	2005	2006	
Libraries Totals by "Library":	866745	6634	162540	85627	79976	16072	14937	15180	13819	12189	90	
▶ Western Group	1856	136	439	392	481	395	276	452	347	445		
▶ Real Estate - Undergraduate	864889	6498	162101	85235	79497	15977	14861	15128	13772	12144	85	
	Totals	1970-1979	1980-1989	1990-1999	2000	2001	2002	2003	2004	2005	2006	

For the 1990-1999 timeframe, the libraries comprising the Real Estate—Undergraduate group hold a collective total of 85,235 titles. For the same period, the Western Group Subscription Group holds 392 titles.

The complete list of OCLC-defined groups is available at: <http://www.oclc.org/support/documentation/collectionanalysis/authlists.html>.

Comparisons that you create are identified as *Predefined Groups* on the **Data to Analyze** screen.



You must create a Predefined Group Comparison using the WorldCat Services Administrative Module (see [chapter 2, Administrative Functions](#)).

10.1 Introduction (continued)

Analysis type

Individual institutions. For libraries subscribing as individual institutions, a *Predefined Group Comparison* is created between your library's holdings (*My Library*—the Individual Library Analysis) and the selected group.

Subscription Groups. For libraries subscribing as part of a Subscription Group, the comparison is created between the group's Aggregated Group Analysis and the selected group.

See [section 1.3, "Types of Analysis"](#) for more information about these analysis types.

Application

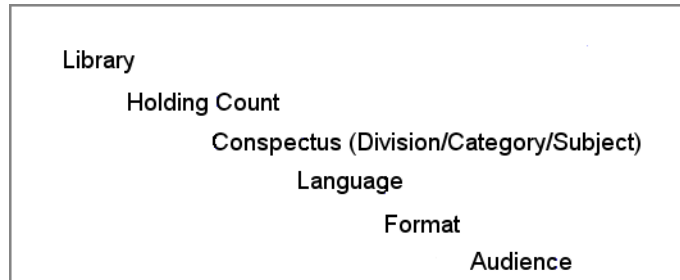
For an example of the use of a predefined group by an individual institution, see the OCLC Best Practices presentation *Analyze Collection Gaps* at: http://www5.oclc.org/downloads/tutorials/wca/acg/analyze_gaps.htm.

10.2 Comparison

Defaults


The default **Analysis Results** screen presents total titles (*Totals*), unique titles (*Unique*), and shared titles (*Overlap*) as the table columns, and your library/group and the selected authoritative list as rows.

The default row expansion order is:



View graph display

You can view a graph of the data from a single row of the analysis table by selecting

the **Display Graph**  icon. See [section 11.2, "Graph Display Screen"](#) for more information.

Changing the analysis

You can vary the order in which dimensions are applied to this analysis by using the **Change Analysis** screen.

Column values. For an Predefined Group Comparison the available column values are:

Format	Publication Date
Language	Uniqueness
Library	

Row expansion. For row expansion, you may re-order the following dimensions **except** the one you have selected for the column value:

Audience	Language
Division	Library
Format	Publication Date
Holding Count	

10.2 Comparison (continued)

Limiting the analysis You can reduce the overall results of an analysis by reducing the breadth of one or more of the dimensions. You reduce the breadth by creating subsets of an analysis dimension on the [Limit Analysis Screen](#) screen.

For an Authoritative List Comparison you can select subsets of the following dimensions:

- Library vs Group
- Holding Count
- Division
- Publication Date
- Language
- Format
- Audience

10.2 Comparison (continued)


View records

To view actual holdings for a given row/column, select the number shown in the corresponding table cell.

The screenshot displays the 'WorldCat Collection Analysis List of Records' interface. At the top, a 'Publication Date' filter is set to 'Number only'. Below this is a table showing 'Divisions' with columns for 'Totals' and years from 1500 to 1999. The 'Art & Architecture' division has a total of 8,424 records, which is circled in red. An arrow points from this number to the 'WorldCat Collection Analysis results' section below, which shows 'Records found: 8,424'. The results are sorted by 'Number of Libraries'. The first record is 'Cathedral: the story of its construction.' by David Macaulay, published in 1973. It has 3,233 libraries worldwide. The second record is 'Architectural record.' published in 1891, with 1,815 libraries worldwide. A 'Help' icon (a question mark in a circle) is visible in the top right of the record list area.

Divisions	Totals	Pre-1500	1600-1699	1700-1799	1800-1849	1850-1899	1900-1909	1910-1999
Totals by "Division":	189048	28	2	95	478	491	2654	661
Agriculture	4219					5	46	22
Anthropology	1761				1	3	10	5
Art & Architecture	8424					5	54	20
Biological	6476					16	49	16

Summary bibliographic information is provided as a **List of Records** screen. Records are ranked by the number of libraries holding the item in WorldCat, in descending order, that is, items held by the most libraries display first on the list.

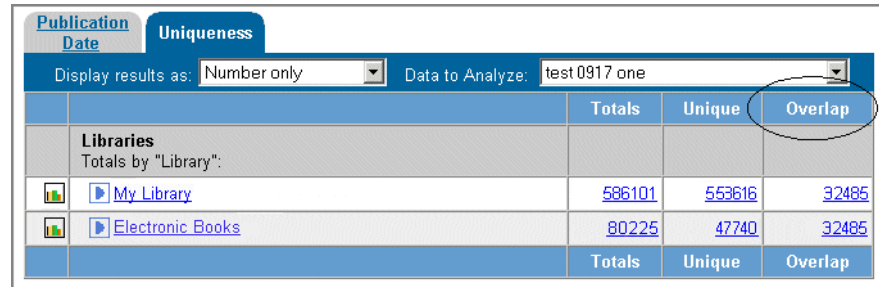
To...	Do this...
View additional information about the List of Records screen	Select the Help  icon.
View a full record	Select the record title.
Return to the Analysis Results screen	Select the Collection Analysis tab.

10.3 Overlap



A Predefined Group Comparison provides an Overlap view which shows the number of titles that your library or your Subscription Group owns jointly with the collective titles (duplicates removed) of the selected OCLC-defined group or database.

For these comparisons Overlap is shown in the Uniqueness tab.

Example: Individual institutions



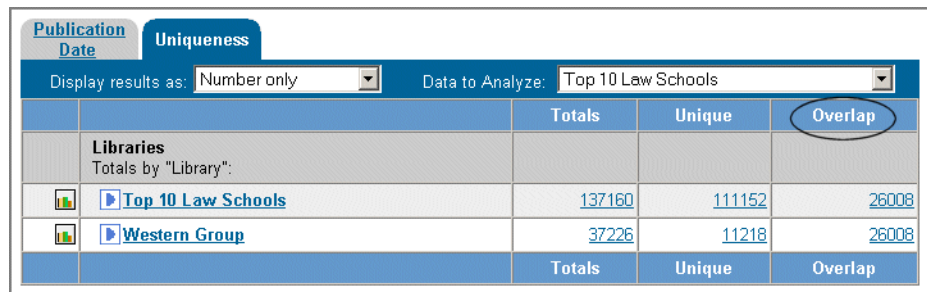
The screenshot shows the 'Uniqueness' tab with 'Display results as' set to 'Number only' and 'Data to Analyze' set to 'test0917 one'. The table below shows the comparison between 'My Library' and 'Electronic Books'.

	Totals	Unique	Overlap
Libraries Totals by "Library":			
 My Library	586101	553616	32485
 Electronic Books	80225	47740	32485
	Totals	Unique	Overlap



For this comparison:

- Your library owns a total of 586,101 holdings.
- The Electronic Books database includes 80,225 titles.
- Your library and the Electronic Books database have 32,485 titles in common.

Example: Subscription group



The screenshot shows the 'Uniqueness' tab with 'Display results as' set to 'Number only' and 'Data to Analyze' set to 'Top 10 Law Schools'. The table below shows the comparison between 'Top 10 Law Schools' and 'Western Group'.

	Totals	Unique	Overlap
Libraries Totals by "Library":			
 Top 10 Law Schools	137160	111152	26008
 Western Group	37226	11218	26008
	Totals	Unique	Overlap

For this comparison:



- The Western Group owns a total of 37,226 titles.
- The Top 10 Law Schools group contains 137,160 titles.
- The Western Group and the Top 10 Law Schools own 26,008 titles in common.

See [section 1.7, "Overlap/Uniqueness Implementation"](#) for information on how Overlap totals are counted.

10.4 Uniqueness

A Predefined Group Comparison provides a Uniqueness view which shows the number of titles that your library or Subscription Group owns that are not also owned by the selected OCLC-defined group or database.



Example: Individual institution

Publication Date		Uniqueness		
Display results as: Number only		Data to Analyze: test0917 one		
		Totals	Unique	Overlap
Libraries Totals by "Library":				
	My Library	586101	553616	32485
	Electronic Books	80225	47740	32485
		Totals	Unique	Overlap

For this comparison:

- Of the 586,101 titles your library owns, 553,616 are not contained in the Electronic Books database.
- Of the 80,225 titles in the Electronic Books database, 47,740 are not owned by your library.

Example: Subscription group

Publication Date		Uniqueness		
Display results as: Number only		Data to Analyze: Top 10 Law Schools		
		Totals	Unique	Overlap
Libraries Totals by "Library":				
	Top 10 Law Schools	137160	111152	26008
	Western Group	37226	11218	26008
		Totals	Unique	Overlap

For this comparison:

- Of the 137,160 titles in the Top 10 Law Schools group, 111,152 are not owned by the Western Group.
- Of the 37,226 titles owned by the Western Group, 11,218 are owned by the Top 10 Law Schools group.

See [section 1.7, "Overlap/Uniqueness Implementation"](#) for information on how Uniqueness totals are counted.

Collection Analysis Screens

In this chapter

This chapter contains the following topics:

Subject	Page
10.1 Analysis Results Screen	10:2
10.2 Graph Display Screen	10:5
10.3 Change Analysis Screen	10:8
10.4 Limit Analysis Screen	10:12


11.1 Analysis Results Screen

The Analysis Results screen presents the results of an analysis in a spreadsheet-style table. The default display presents Date of Publication ranges as the table columns, and the Conspectus Divisions as the rows. See [Results format](#) below for available data formats.

Example:

	All Dates	Pre-1500	1600-1699	1700-1799
☐ All Divisions	82009	51	761	87
☐ Art & Architecture Totals by "Category"	2228	1	62	4
☐ Architecture	1	8		
☐ Arts in General	5	2	6	
☐ Decorative Arts, Applied Arts	5		3	
☐ Architecture	24	7	7	

For the Conspectus Category of *Architecture*, your library has eight holdings published before 1500.

Expanding rows. Selecting this icon  or a row name causes a row to expand in a predetermined order. You must expand rows one level at a time. See [section 1.3, "Types of Analysis"](#) for more information.

Collapsing rows. Selecting this icon  or a row name causes the rows to collapse back to the selected level. You can collapse multiple rows this way.

Results format

You can view the analysis results in one of three formats:

- As a raw number:

Publication Date		Overlap	Uniqueness		
Display results as: Number only		Totals	Pre-1500	1600-1699	1700-1799
☐ Libraries	Totals by "Library":	3021138	106021	331080	23059
☐ BAYLOR UNIV (IYU)		374683	21266	54501	2663
☐ CALIFORNIA STATE UNIV, LONG BEACH (CLO)		462787	10991	48223	3743

In this example, Baylor University has 54,501 titles published from 1600-1699

11.1 Analysis Results Screen (continued)

- As a percentage of the total:

Publication Date		Overlap	Uniqueness			
		Display results as: Percent only				
	Totals	Pre-1500	1600-1699	1700-1799	1800-1849	
Libraries						
Totals by "Library":	100.00%	3.51%	10.96%	7.63%	22.91%	
BAYLOR UNIV (YU)	100.00%	5.68%	14.55%	7.11%	13.77%	
CALIFORNIA STATE UNIV.	100.00%	2.37%	10.42%	8.08%	27.52%	

Baylor's 54,501 titles represent 14.55% of its collection.

- As a combination of both:

Publication Date		Overlap	Uniqueness			
		Display results as: Number with percent				
	Totals	Pre-1500	1600-1699	1700-1799	1800-1849	
Libraries						
Totals by "Library":	3021138	106021	331080	230589	692253	
BAYLOR UNIV (YU)	374683	21266	54501	36638	51577	
CALIFORNIA STATE UNIV. LONG BEACH	462787	10991	48223	37439	127339	

To choose a different format:

Action	Result
Select the down arrow at the right of the Display results as field and select a format.	The Analysis Results screen is redisplayed in the new format.

11.1 Analysis Results Screen (continued)

View records

To view actual holdings for a given row/column, select the number shown in the corresponding table cell.

Publication Date	Totals	Pre-1500	1600-1699	1700-1799	1800-1849	1850-1899	1900-1909	1910-1919
Divisions Totals by "Division":	188048	28	2	95	478	491	2654	661
Agriculture	4219					5	46	22
Anthropology	1761				1	3	10	5
Art & Architecture	8424					5	54	20
Biological	6476					16	49	16


WorldCat Collection Analysis List of Records

WorldCat Collection Analysis results:
Records found: 8,424 Rank by: Number of Libraries

1. [Cathedral: the story of its construction.](#)
Author: Macaulay, David.
Publication: Boston, Houghton Mifflin, 1973
Document: English : Book
[Libraries Worldwide](#): 3233 | [Regional Holdings](#) | [State Holdings](#) | [Heartland Memorial Library](#)
Group Holdings: [Select](#) [Group Names & Codes](#)
Accession No: OCLC: 618460 National Library Cataloging: Library of Congress (DLC)
[See more details for locating this item](#)


2. [Architectural record.](#)
Publication: New York City : The Record and Guide, 1891-
Document: English : Serial Publication : Periodical : Monthly
[Libraries Worldwide](#): 1815 | [Regional Holdings](#) | [State Holdings](#) | [Heartland Memorial Library](#)
Group Holdings: [Select](#) [Group Names & Codes](#)

Summary bibliographic information is provided as a **List of Records** screen. Records are ranked by the number of libraries holding the item in WorldCat, in descending order, that is, items held by the most libraries display first on the list.


To...	Do this...
View additional information about the List of Records screen	Select the Help  icon.
View a full record	Select the record title.
Return to the Analysis Results screen	Select the Collection Analysis tab.

View graph display

You can view a graph of the data from a single row of the analysis table by selecting

the **Display Graph**  icon. For more information on graphs, see [section 11.2, "Graph Display Screen"](#).

11.2 Graph Display Screen

The Graph Display screen presents the data from a single table row as a graph. You display the graph by selecting the Graph icon . For any graph:

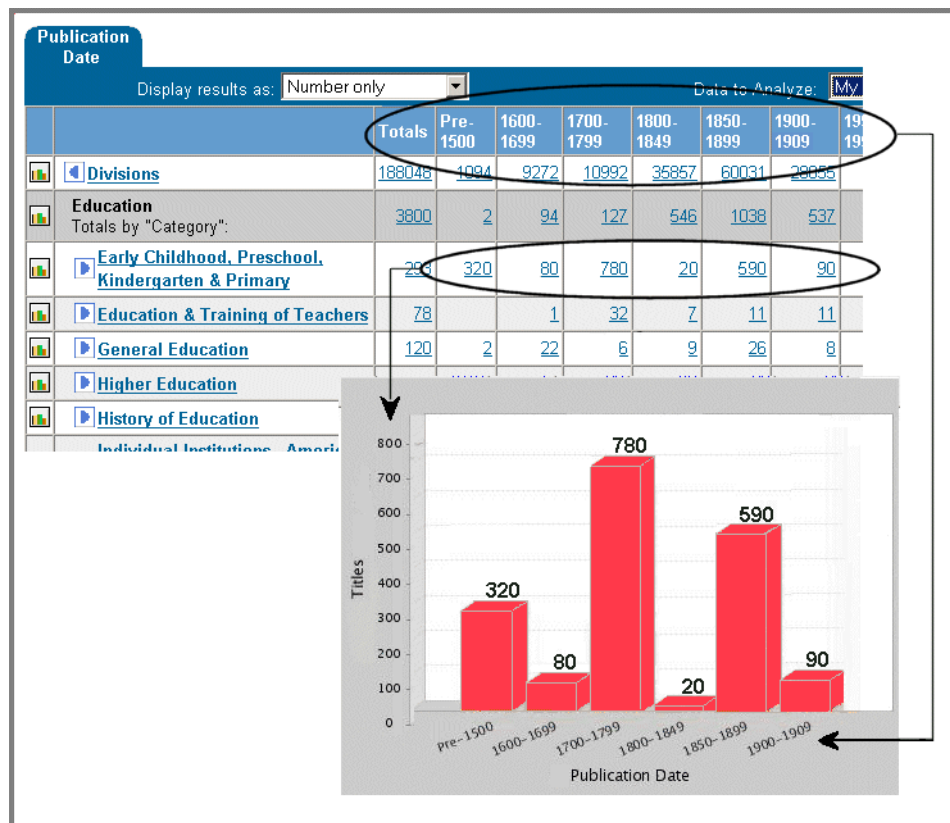
- The column headings on the Analysis Results screen become the x-axis.
- The number of titles or holdings become the values on the y-axis (except as noted below).
- The name of the row you selected becomes the graph title.

Example:

For the graph representing this Analysis Results screen:

- The Publication Date date ranges are the x-axis.
- The number of actual holdings per individual year range (cell values) is the y-axis.
- The name of the row you selected is the graph title.

For example, the library shown below has a total of 590 titles that were published during the 1850-1899 data range.

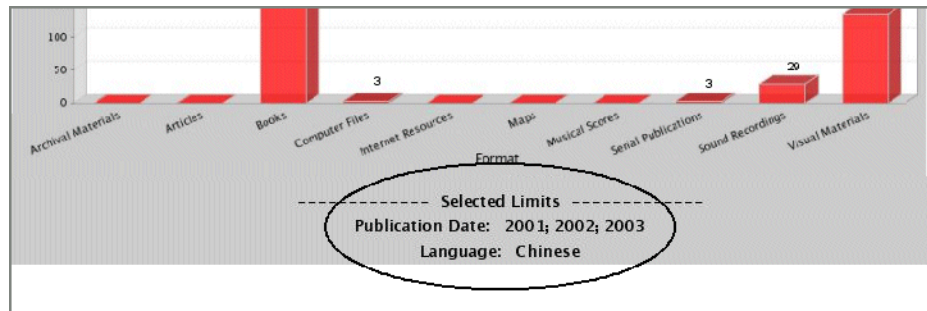


To return to the table view, select the **Analysis Results** link in the Navigation menu.

11.2 Graph Display Screen (continued)

Limits

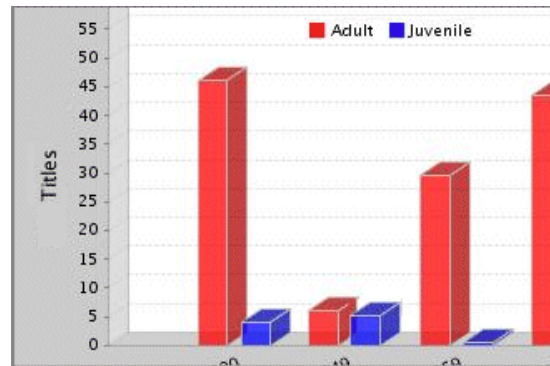
If limits have been selected, they are shown at the bottom of the graph.



See [section 11.4, "Limit Analysis Screen"](#) for more information on limits.

Audience Level

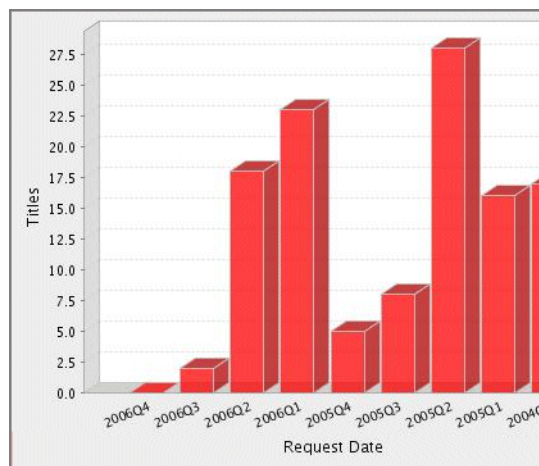
You can show separate values for Juvenile and Adult audiences by selecting the Separate Adult/Juvenile link at the top of the Graph Display tab.



The graph is redrawn with separate levels and the link changes to **Combine Adult/Juvenile**.

Quarterly ILL data

For an ILL Analysis you can display data by quarters by selecting the Show Quarters link at the top of the Graph Display tab.

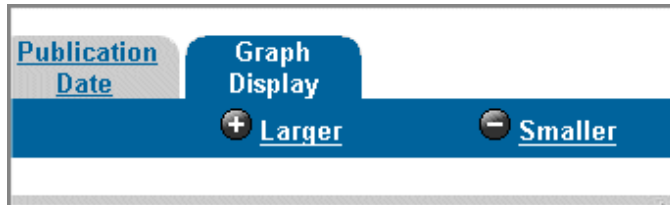




The graph is redrawn to show quarterly data and the link changes to **Show Years**.

11.2 Graph Display Screen (continued)

Graph size


You can make a graph larger or smaller using the icons in the Navigation menu.



To...	Do this...
Increase the size of the graph	Select  Larger
Decrease the size of the graph	Select  Smaller


Printing

Use your browser's print function to print a copy of a graph.

Action	Result
Select the Print  icon on the Graph Display screen. Or Press <P>	Your browser's print window opens. Choose your settings and select Print or OK . Note: You may want to set the print orientation to landscape before printing.

Export

Use your browser's Save Picture As.. or Save Image As.. function to save the graph to a file. You can save the graph as either a .JPG or .BMP file. If you want to use the image in an .HTML file, select .JPG in Step 2c below.

Before you begin: If the graph is larger than your screen, use the Smaller  icon to reduce the size of the graph.

	Action
1	Position your cursor within the graph and right-click, then select Save Picture As.. or Save Image As.. from the drop-down menu. Result: A Save Picture As.. or Save Image As.. dialog box opens.
2	Within the save dialog box: <ol style="list-style-type: none"> In the Save in: field, navigate to the directory in which you want to save the file. Optional. Rename the file. Select a file type from the Save as type: drop-down menu. Select the Save button. Result: The save dialog box closes and the graph is saved to your directory.

Return

To return to the Analysis Results screen, select the Analysis Results link in the Navigation menu.

11.3 Change Analysis Screen

The Change Analysis screen allows you to change the order in which analysis dimensions are applied to an existing analysis.

To change an analysis:

	Action
1	Click the down arrow at the right of the Data to Analyze field and select the analysis that you want to change. See Row Expansion below for the relationship between analysis type and available dimensions.
2	In the Column Values field, select the radio button of the analysis dimension that you want to use as the column value.
3	In the Row Expansion Order area, select a dimension in one or more of the Level lists, in the order that you want them to be applied. Note: You must select at least one dimension.
4	Select the Run Analysis button.

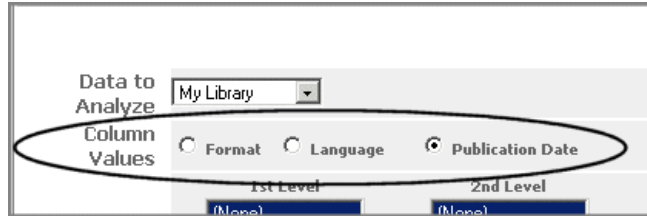
11.3 Change Analysis Screen (continued)

Row Expansion

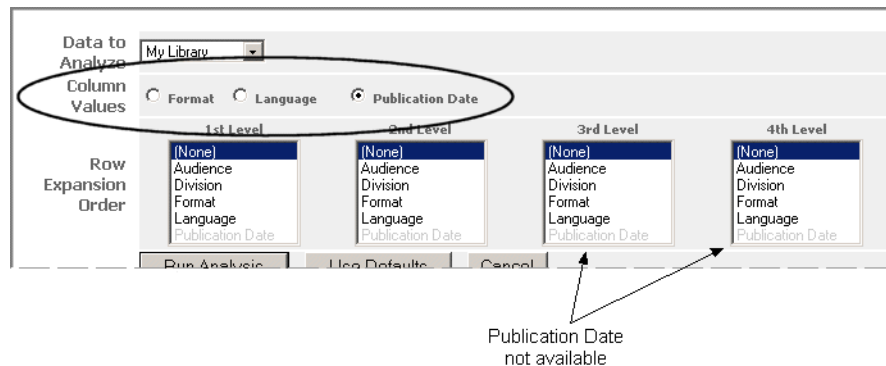
The extent to which you can change an analysis depends upon the type of analysis because analysis type controls what dimensions can be selected as the column value. See [Column Values for Change Analysis Screen](#) a complete list of column values available for each analysis type.

Example 1:

For an My Library, your choices for column values are always Format, Language, and Publication Date.



Once you have selected a dimension for the column value, you may select the remaining four dimensions as rows in any order. Note that *Publication Date* is unavailable (grayed-out) in each of the Level lists.



You are not required to select a dimension for all four levels.

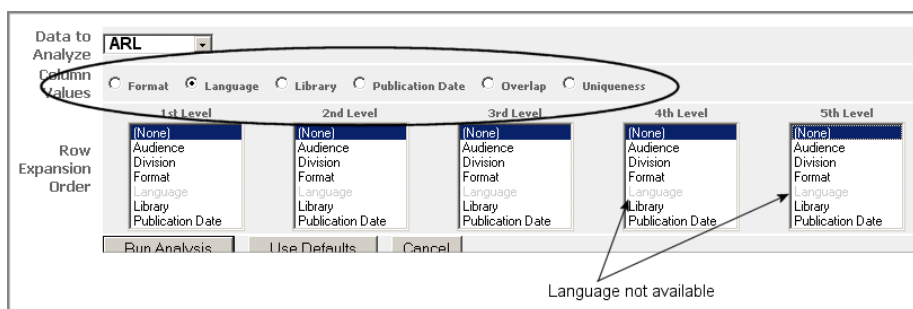
11.3 Change Analysis Screen (continued)

Example 2:

For a Group Analysis, your choices for column values are always Format, Language, Publication Date, Library, Overlap, and Uniqueness.



When Group data is selected, library name (*Library*) becomes an additional choice for row expansion and a fifth Level list is automatically added. Here, since *Language* is selected as the column value, it is unavailable in each of the Level lists.



Defaults. To return to the default settings for the current analysis select the **Use Defaults** button.

Troubleshooting

The Service displays an error message if you do any of the following:

- Fail to select at least one dimension, that is, have all four level lists set to (*None*).
- Select the same dimension twice.

Use defaults

To reset column and row values to the OCLC defaults select the **Use Defaults** button.

New analysis

To run an analysis with the newly chosen limits, select the **Run Analysis** button at the top or bottom of the screen.

Return

To return to the Analysis Results screen, select the **Cancel** button.

11.4 Limit Analysis Screen

The Limit Analysis screen allows you to reduce the breadth of an analysis by specifying subsets of one or more analysis dimensions. This enables you to reduce the number of records retrieved by limiting the analysis' scope for specific purposes.

Each dimension's limits (division, date, format, etc.) are shown in a checklist in a separate block on the screen.

Division Check All Clear All <small>(Includes Category and Subject sub-levels)</small>	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Education	<input type="checkbox"/> Law	<input type="checkbox"/> Philosophy & Religion	
	<input type="checkbox"/> Anthropology	<input type="checkbox"/> Engineering & Technology	<input type="checkbox"/> Library Science, Generalities & Reference	<input type="checkbox"/> Physical Education & Recreation	
	<input type="checkbox"/> Art & Architecture	<input type="checkbox"/> Geography & Earth Sciences	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Physical Sciences	
	<input type="checkbox"/> Biological Sciences	<input type="checkbox"/> Government Documents	<input type="checkbox"/> Medicine	<input type="checkbox"/> Political Science	
	<input type="checkbox"/> Business & Economics	<input type="checkbox"/> Health Facilities, Nursing & History	<input type="checkbox"/> Medicine By Body System	<input type="checkbox"/> Preclinical Sciences	
	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Health Professions & Public Health	<input type="checkbox"/> Medicine By Discipline	<input type="checkbox"/> Psychology	
	<input type="checkbox"/> Communicable Diseases & Miscellaneous	<input type="checkbox"/> History & Auxiliary Sciences	<input type="checkbox"/> Music	<input type="checkbox"/> Sociology	
	<input type="checkbox"/> Computer Science	<input type="checkbox"/> Language, Linguistics & Literature	<input type="checkbox"/> Performing Arts	<input type="checkbox"/> Unknown Classification	
	Publication Date Check All Clear All				
	<input type="checkbox"/> Pre-1500	<input type="checkbox"/> 1850-1899	<input type="checkbox"/> 1970-1979	<input type="checkbox"/> 2000	<input type="checkbox"/> 2004
<input type="checkbox"/> 1500-1599	<input type="checkbox"/> 1900-1924	<input type="checkbox"/> 1980-1989	<input type="checkbox"/> 2001	<input type="checkbox"/> 2005	
<input type="checkbox"/> 1600-1699	<input type="checkbox"/> 1925-1949	<input type="checkbox"/> 1990-1994	<input type="checkbox"/> 2002	<input type="checkbox"/> 2006	
<input type="checkbox"/> 1700-1799	<input type="checkbox"/> 1950-1959	<input type="checkbox"/> 1995-1999	<input type="checkbox"/> 2003	<input type="checkbox"/> Other	
<input type="checkbox"/> 1800-1849	<input type="checkbox"/> 1960-1969				
Language Check All Clear All					
<input type="checkbox"/> Afrikaans	<input type="checkbox"/> Danish	<input type="checkbox"/> Indonesian	<input type="checkbox"/> Polish	<input type="checkbox"/> Tamil	
<input type="checkbox"/> Albanian	<input type="checkbox"/> Dutch	<input type="checkbox"/> Italian	<input type="checkbox"/> Portuguese	<input type="checkbox"/> Telugu	
<input type="checkbox"/> Arabic	<input type="checkbox"/> English	<input type="checkbox"/> Japanese	<input type="checkbox"/> Romanian	<input type="checkbox"/> Thai	
<input type="checkbox"/> Armenian	<input type="checkbox"/> Finnish	<input type="checkbox"/> Korean	<input type="checkbox"/> Russian	<input type="checkbox"/> Tibetan	
<input type="checkbox"/> Bengali	<input type="checkbox"/> French	<input type="checkbox"/> Latin	<input type="checkbox"/> Sanskrit	<input type="checkbox"/> Turkish	
<input type="checkbox"/> Bosnian	<input type="checkbox"/> German	<input type="checkbox"/> Macedonian	<input type="checkbox"/> Serbian	<input type="checkbox"/> Ukrainian	

Once limits have been set, WorldCat Collection Analysis acts as if a separate analysis database has been created; the limits will apply to all subsequent table and graph views, printing, and exports.

See [Available Limits for Limit Analysis Screen](#) a complete list of limits available for each analysis type.

Selecting limits

Each dimension's limits (division, date, format, etc.) are shown in a checklist in a separate block on the Limit Analysis screen.

To...	Do this...
Limit the analysis for a dimension	Check one or more limits in that dimension's block. <ul style="list-style-type: none"> • Checking a limit's box includes that limit in the analysis and excludes other limits. • Checking no boxes includes all limits in the analysis.
Select all limits for a given dimension	Select Check All .
Clear all limits for a given dimension	Select Clear All .

Once an analysis with limits has been run, the Selected Limits link appears at the top of the screen (see [View selected limits](#) below).

11.4 Limit Analysis Screen (continued)

Dimension

Example 1: These selections limit the Language dimension to Slavic languages.

Language Check All Clear All	<input type="checkbox"/> Afrikaans	<input type="checkbox"/> Danish	<input type="checkbox"/> Indonesian	<input checked="" type="checkbox"/> Polish	<input type="checkbox"/> Tamil
	<input type="checkbox"/> Albanian	<input type="checkbox"/> Dutch	<input type="checkbox"/> Italian	<input type="checkbox"/> Portuguese	<input type="checkbox"/> Telugu
	<input type="checkbox"/> Arabic	<input type="checkbox"/> English	<input type="checkbox"/> Japanese	<input type="checkbox"/> Romanian	<input type="checkbox"/> Thai
	<input type="checkbox"/> Armenian	<input type="checkbox"/> Finnish	<input type="checkbox"/> Korean	<input checked="" type="checkbox"/> Russian	<input type="checkbox"/> Tibetan
	<input type="checkbox"/> Bengali	<input type="checkbox"/> French	<input type="checkbox"/> Latin	<input type="checkbox"/> Sanskrit	<input type="checkbox"/> Turkish
	<input type="checkbox"/> Bosnian	<input type="checkbox"/> German	<input type="checkbox"/> Macedonian	<input type="checkbox"/> Serbian	<input checked="" type="checkbox"/> Ukrainian
	<input checked="" type="checkbox"/> Bulgarian	<input type="checkbox"/> Greek, Modern [1453-]	<input type="checkbox"/> Malay	<input type="checkbox"/> Slovak	<input type="checkbox"/> Urdu
	<input type="checkbox"/> Catalan	<input type="checkbox"/> Gujarati	<input type="checkbox"/> Marathi	<input type="checkbox"/> Slovenian	<input type="checkbox"/> Vietnamese
	<input type="checkbox"/> Chinese	<input type="checkbox"/> Hebrew	<input type="checkbox"/> Norwegian	<input type="checkbox"/> Spanish	<input type="checkbox"/> Yiddish
	<input checked="" type="checkbox"/> Croatian	<input type="checkbox"/> Hindi	<input type="checkbox"/> Panjabi	<input type="checkbox"/> Swedish	<input type="checkbox"/> Other
	<input checked="" type="checkbox"/> Czech	<input type="checkbox"/> Hungarian	<input type="checkbox"/> Persian	<input type="checkbox"/> Tagalog	

Example 2: These selections limit the Language dimension to Slavic languages and the Format to electronic texts.

Language Check All Clear All	<input type="checkbox"/> Afrikaans	<input type="checkbox"/> Danish	<input type="checkbox"/> Indonesian	<input checked="" type="checkbox"/> Polish	<input type="checkbox"/> Tamil
	<input type="checkbox"/> Albanian	<input type="checkbox"/> Dutch	<input type="checkbox"/> Italian	<input type="checkbox"/> Portuguese	<input type="checkbox"/> Telugu
	<input type="checkbox"/> Arabic	<input type="checkbox"/> English	<input type="checkbox"/> Japanese	<input type="checkbox"/> Romanian	<input type="checkbox"/> Thai
	<input type="checkbox"/> Armenian	<input type="checkbox"/> Finnish	<input type="checkbox"/> Korean	<input checked="" type="checkbox"/> Russian	<input type="checkbox"/> Tibetan
	<input type="checkbox"/> Bosnian	<input type="checkbox"/> German	<input type="checkbox"/> Macedonian	<input type="checkbox"/> Serbian	<input checked="" type="checkbox"/> Ukrainian
	<input checked="" type="checkbox"/> Bulgarian	<input type="checkbox"/> Greek, Modern [1453-]	<input type="checkbox"/> Malay	<input type="checkbox"/> Slovak	<input type="checkbox"/> Urdu
	<input type="checkbox"/> Catalan	<input type="checkbox"/> Gujarati	<input type="checkbox"/> Marathi	<input type="checkbox"/> Slovenian	<input type="checkbox"/> Vietnamese
	<input type="checkbox"/> Chinese	<input type="checkbox"/> Hebrew	<input type="checkbox"/> Norwegian	<input type="checkbox"/> Spanish	<input type="checkbox"/> Yiddish
	<input checked="" type="checkbox"/> Croatian	<input type="checkbox"/> Hindi	<input type="checkbox"/> Panjabi	<input type="checkbox"/> Swedish	<input type="checkbox"/> Other
	<input checked="" type="checkbox"/> Czech	<input type="checkbox"/> Hungarian	<input type="checkbox"/> Persian	<input type="checkbox"/> Tagalog	
	Format Check All Clear All	<input type="checkbox"/> Archival Materials	<input type="checkbox"/> Continually Updated Resources, Electronic	<input type="checkbox"/> Serial Publications, Electronic	
		<input type="checkbox"/> Archival Materials, Electronic	<input type="checkbox"/> Maps	<input type="checkbox"/> Sound Recordings, Electronic	
		<input type="checkbox"/> Articles	<input type="checkbox"/> Maps, Electronic	<input type="checkbox"/> Sound Recordings, Electronic	
		<input type="checkbox"/> Articles, Electronic	<input type="checkbox"/> Musical Scores	<input checked="" type="checkbox"/> Texts, Electronic	
		<input type="checkbox"/> Books	<input type="checkbox"/> Musical Scores, Electronic	<input type="checkbox"/> Visual Materials	
		<input type="checkbox"/> Computer Files	<input type="checkbox"/> Serial Publications	<input type="checkbox"/> Visual Materials, Electronic	
<input type="checkbox"/> Continually Updated Resources					

Call Number

The Call Number block includes a Search button which, when selected, displays the relevant Conspectus Division-Category-Subject and call number range that will be used in the analysis.

Example 1:

	<input type="checkbox"/> Computer Science	<input type="checkbox"/> Literature	<input type="checkbox"/> Perform
Call Number Clear All	<input type="text" value="NB103"/>	Art & Architecture > Sculpture > Greek, Roman, Etruscan (NB85-120)	<input type="button" value="Search"/>
Publication Date	<input type="checkbox"/> Pre-1500	<input type="checkbox"/> 1850-1899	<input type="checkbox"/> 1970-1979

Example 2:

	<input type="checkbox"/> Computer Science	<input type="checkbox"/> Literature	<input type="checkbox"/> Perform
Call Number Clear All	<input type="text" value="733"/>	Art & Architecture > Sculpture > Greek, Roman, Etruscan 733	<input type="button" value="Search"/>
Publication Date	<input type="checkbox"/> Pre-1500	<input type="checkbox"/> 1850-1899	<input type="checkbox"/> 1970-1979

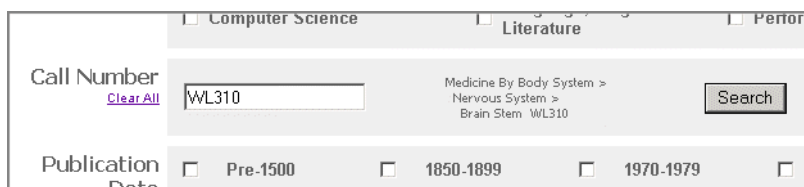
11.4 Limit Analysis Screen (continued)

Call Number Override

If a Conspectus Division and a Call Number are both selected as limits, the Call Number (which generally defines a narrower scope) overrides the Division and the analysis is run as though the Division had not been selected.

Example 1: Limiting by the Conspectus Division *Art & Architecture* and a publication date of *2004* produces an analysis containing 220 titles. Adding the Call Number *ND1343* (Special subjects of painting - Landscape painting - Technical Manuals) reduces the analysis results to 9 titles. (Your own library's results for this analysis will vary.)

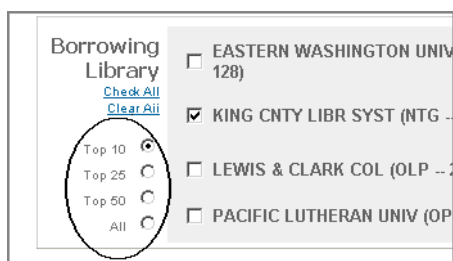
Example 2: Entering the NLM Call Number *WL310* (Brain Stem) and then accidentally selecting the Conspectus Division *Mathematics* results in an analysis for *Medicine by Body System* (**not Mathematics**). (Your own library's results for this analysis will vary.)



The screenshot shows a search interface with a 'Call Number' field containing 'WL310' and a 'Clear All' link. Below it is a 'Publication Date' section with radio buttons for 'Pre-1500', '1850-1899', and '1970-1979'. To the right, there is a 'Medicine By Body System' section with a 'Search' button. The background shows a list of Conspectus Divisions including 'Computer Science', 'Literature', and 'Performing Arts'.

ILL Borrowers/ Lenders

For ILL Analyses, you can reduce scrolling by showing a subset of your entire list of borrowers or lenders:



The screenshot shows a 'Borrowing Library' section with a 'Check All' and 'Clear All' link. Below it are radio buttons for 'Top 10', 'Top 25', 'Top 50', and 'All'. The 'Top 10' radio button is selected. To the right, there is a list of libraries with checkboxes: 'EASTERN WASHINGTON UNIV (128)', 'KING CNTY LIBR SYST (NTG - ...)', 'LEWIS & CLARK COL (OLP ...)', and 'PACIFIC LUTHERAN UNIV (OP ...)'.

- Top 10 — the ten libraries to which you have submitted the greatest number of requests, or to which you have loaned the greatest number of items.
- Top 25 — the twenty-five libraries to which you have submitted the greatest number of requests, or to which you have loaned the greatest number of items.
- Top 50 — the fifty libraries to which you have submitted the greatest number of requests, or to which you have loaned the greatest number of items.
- All — All libraries to which you have submitted requests or to which you have loaned items.

The default selection is *Top 10*. To choose another subset select its radio button.

11.4 Limit Analysis Screen (continued)

View selected limits

WorldCat Collection Analysis keeps track of which limits are currently selected. To view these limits:

Action	Result
Click the Selected Limits link.	A window (shown below) opens, showing all limits that are selected within a given dimension. Note: If no limits are selected for a dimension, the dimension does not appear.

Division	Publication Date	Language	Format	Audience
<ul style="list-style-type: none">▪ Art and Architecture▪ Music▪ Performing Arts	<ul style="list-style-type: none">▪ 1990-1999▪ 2000▪ 2001	<ul style="list-style-type: none">▪ English▪ French▪ German▪ Spanish	<ul style="list-style-type: none">▪ Musical Scores▪ Sound Recordings	<ul style="list-style-type: none">▪ Adult

New analysis

To run an analysis with the newly chosen limits, select the **Run Analysis** button at the top or bottom of the screen.

Cancel limits

The **Cancel** button clears all limits you checked since you ran your last analysis and returns you to the Analysis Results screen.

Export

In this chapter


This chapter contains the following topics:

Subject	Page
11.1 Exporting Analysis Results	11:2
11.2 Exporting a Title List	11:3
11.3 Export a graph	11:5

12.1 Exporting Analysis Results







You can download the current spreadsheet view as a tab-delimited text file which can then be imported into applications such as Microsoft® Excel.

To export a table view:

Action	
1	Select the Export  icon. Result: A file download window opens.
2	Within the download window, select the Save button or its equivalent, then follow your browser's download sequence. Be sure to note the file name and the directory to which you downloaded the file.

Example:

This analysis:

	All Dates	Pre-1500	1600-1699	1700-1799	1800-1849	1850-1899	1900-1949
 All Divisions	82050	51	761	874	1883	6937	4589
 Art & Architecture	2229	1	62	40	130	422	76
 Painting	407		6	6	30	88	5
 France	56		1	1	11	9	0
 English	55		1	1	11	9	0
 Other	1						0

exports as this file:

Publication Date	All Dates	Pre-1900	1900-1949	1950-1959	1960-1969	1970-1979
All Divisions	82050	51	761	874	1883	6937
Art & Architecture	2229	1	62	40	130	422
Painting	407	0	6	6	30	88
France	56	0	1	1	11	9
English	55	0	1	1	11	9
Other	1	0	0	0	0	0

which displays like this when imported into Microsoft® Excel:

	A	B	C	D	E	F	G
1	Publication Date	All Dates	Pre-1900	1900-1949	1950-1959	1960-1969	1970-1979
2							
3	All Divisions	82050	51	761	874	1883	6937
4	Art & Architecture	2229	1	62	40	130	422
5	Painting	407	0	6	6	30	88
6	France	56	0	1	1	11	9
7	English	55	0	1	1	11	9
8	Other	1	0	0	0	0	0
9							
10							

12.2 Exporting a Title List



Bibliographic information is displayed as a List of Brief Records. You can download this list as a tab-delimited text file which can then be imported into applications such as Microsoft® Excel.

These fields (when present) are exported to the .txt file:

Column	Field	MARC Source
A	OCLC Control Number	001
B	Title	245 †a, b, f, k, n, p
C	Author(s)	100 †a, 110 †a, 111 †a, 130 †a 700 †a, 710 †a, 711 †a, 730 †a
D	LC Call Number	050 †a 090 †a
E	Dewey Decimal Call Number	082 †a 092 †a
F	NLM Call Number	060 †a 096 †a
G	ISBN	020 †a
H	ISSN	022 †a
I	LCCN	947 †g
J	Edition	250 †a
K	Imprint	260 †c, 261 †d, 262 †d
L	Publisher	260 †a,b; 261 †a,b,c; 262 †a,b,c
M	Physical Description	300 †a,b,c 305 †a,b,c
N	Language	008 35/37
O	Format	945 †f
P	Genre	655 †a
Q	Price	938 †c 020 †c
R	Series Statement	440 †a 490 †a
S	Request number	OCLC assigned
T	Article	
U	Article Date	
V	Volume	
W	Number	
X	Request Date	
Y	Lender or Borrower	
Z	Request Cost	


12.2 Exporting a Title List (continued)

To export these records:

Action	Result
Select the Export  icon in the Control Panel.	The Direct Export Records screen appears. Note: For step-by-step instructions, select the Help  icon on the Direct Export Records screen.

12.3 Export a graph

Use your browser's Save Picture As.. or Save Image As.. function to save the graph to a file. You can save the graph as either a .JPG or .BMP file. If you want to use the image in an HTML file, select .JPG in Step 2c below.

Before you begin: If the graph is larger than your screen, use the Smaller  icon to reduce the width of the graph.the resulting file.

	Action
1	<p>Position your cursor within the graph and right-click, then select Save Picture As.. or Save Image As.. from the drop-down menu.</p> <p>Result: A Save Picture or Save Image dialog box opens.</p>
2	<p>Within the save dialog box:</p> <ul style="list-style-type: none">a. In the Save in: field, navigate to the directory in which you want to save the file.b. Optional: Rename the file.c. Select a file type from the Save as type: drop-down menu.d. Select the Save button. <p>Result: The save dialog box closes and the graph is saved to your directory .</p>

Importing the resulting file. To import the file into a third-party application, follow the applicaiton's instructions.

Support

In this chapter

This chapter contains the following topics:

Subject	Page
13.1 Getting Support	13:2

13.1 Getting Support

Check system alerts Check the OCLC System Alerts page at: <https://www3.oclc.org/app/alerts/bin>. .

OCLC Regional Service Provider First, contact your OCLC Regional Service Provider. Service Providers offer multilingual support.

OCLC Customer Services Division Contact OCLC Customer Services Division (CSD). CSD offers support in English, Spanish and Portuguese. Contact CSD [by e-mail](#) , use the [Contact Us](#) form, or use the following telephone and fax numbers.

Telephone: USA 1-800-848-5800
 International 1-614-793-8682

Fax: 1-614-764-2694

Hours of telephone support are 7:00am to 9:00pm U.S. Eastern Time, Monday through Friday.

Provide this information:

- The service or product you are using
- Your OCLC symbol
- Your OCLC authorization number and password
- WorldCat Collection Analysis group identification???

Messages and Their Meanings

In this appendix

This appendix contains the following topics:

Subject	Page
A.1 WorldCat Collection Analysis Messages	A:2

A.1 WorldCat Collection Analysis Messages

These are some of the more common messages generated by the WorldCat Collection Analysis Service.

Analysis under...

Message: Analysis under construction

Why you get this message: The analysis you requested is not yet ready (some analyses may take up to two weeks to create).

What you do next: Check back at a later time. If this message appears beyond the two-week limit, contact your Regional Service Provider.

Note: If you get this message when trying to view an analysis that you have viewed previously, contact your Regional Service Provider.

No items found...

Message: No items found matching search criteria

Why you get this message: You have set a combination of limits for which there are no results, for example: juvenile titles in Chinese in the Chemistry division.

What you do next: Change your limits and try again.

Note: This message generally appears on the Limit Analysis screen.

No title available...

Message: No title available

Why you get this message: You have withdrawn an item from your collection since the last quarterly update and your symbol is no longer attached to the record.

What you do next: Verify that the item has been withdrawn from your OPAC. If it has not been withdrawn, contact your Regional Service Provider.

Problem building...

Message: Problem building analysis

Why you get this message: This is a system problem.

What you do next: Check the [OCLC System Alerts](#) page; if there are no alerts posted, contact OCLC Support.