ILS Audit

It's Just as Scary as You Think!

Omaha Public Library

Serves City of Omaha and Douglas County, Nebraska

Population: 507,527

12 Branches
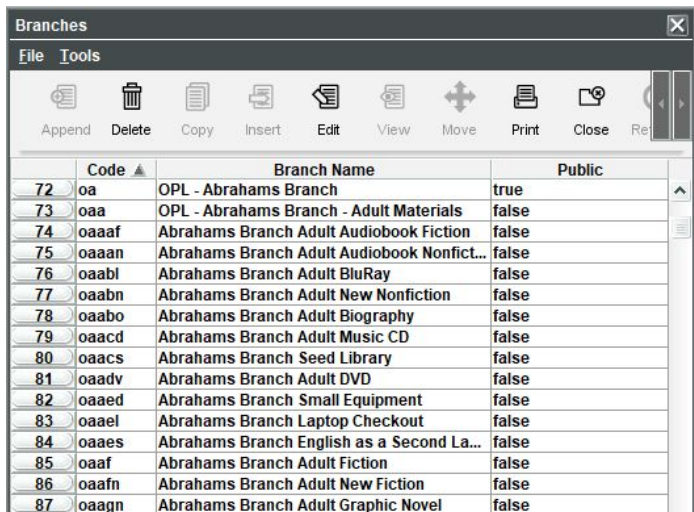
What is an ILS Audit?

Data Clean Up   Deleting codes so you know where stuff is!

Streamlining   Outdated ptypes, itypes and locations codes can be merged together.

RFID   Get data cleaned up before launching a big project.

Project Proposal & Scope

Branches	Circulation Options	Float Determiner	Item Status
Item Type	Loan Rules	Loan Rule Determiner	Patron Account Codes
Patron Types	Rules for Requesting		

How to get from….

…this

…to this

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Kick-Off Meeting

ILS Audit Task Force   Assistant Director, Senior Manager for Operations, Collection Development Manager, Collection Processing Manager, Statistics Staff, Borrower Services Manager, ILS Administrator

Proposed Timeline   Six Months - July to January

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Example Time!

Communication

- **Bi-weekly ILS Audit meetings**
- **Updates during standing meetings**
- **Minimal all-staff emails**
- **Changes to Circulation Manual**

Implementation

- **Changes were made from November to February**
- **Major tables edited after hours**
- **Mistakes were made!**

Changes at a Glance

	Before	After
Patron Types	55	25
Item Types	112	83
Branches	2698	2049
Optional Statistics	Ethnicity & Gender	None
Loan Rules	By item type	By time period
Item Statuses	Library Lingo	Patron-Friendly

Lessons Learned

- **Handling staff pushback**
- **Your timeline will break**
- **Teachable moments**
- **Get everyone on the same page**
- **We should have done this a long time ago**

Was it worth it?

YES!!!

Should you do an ILS audit?

- **Do you have old location codes for collections you no longer have?**
- **Do you have location codes that say DO NOT USE, OLD CODE, or NOT IN USE?**
- **Do you have item types that are not attached to any items?**
- **Are you collecting data from patrons that you don't report anywhere?**
- **Do you have processes that are burdensome and unnecessary for staff?**

Questions?

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