



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?

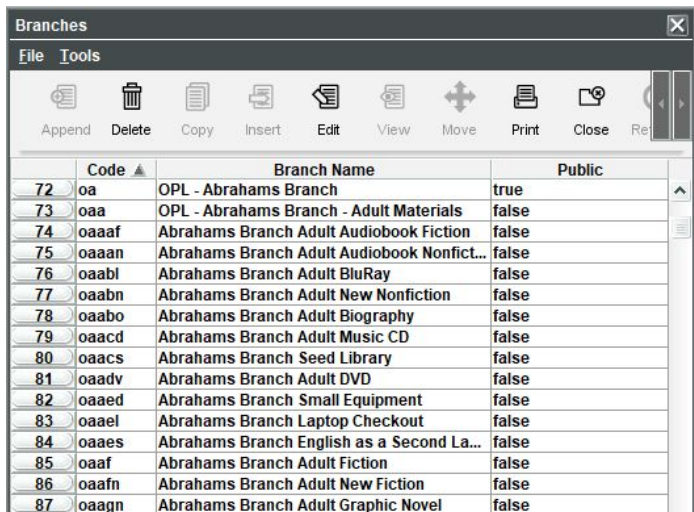
- Data Clean Up** Deleting codes so you know where stuff is!
- Streamlining** Outdated ptypes, itypes and locations codes can be merged together.
- RFID** Get data cleaned up before launching a big project.

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



	Code	Branch Name	Public
72	oa	OPL - Abrahams Branch	true
73	oaa	OPL - Abrahams Branch - Adult Materials	false
74	oaaaf	Abrahams Branch Adult Audiobook Fiction	false
75	oaaan	Abrahams Branch Adult Audiobook Nonfiction	false
76	oaabl	Abrahams Branch Adult BluRay	false
77	oaabn	Abrahams Branch Adult New Nonfiction	false
78	oaabo	Abrahams Branch Adult Biography	false
79	oaacd	Abrahams Branch Adult Music CD	false
80	oaacs	Abrahams Branch Seed Library	false
81	oaadv	Abrahams Branch Adult DVD	false
82	oaaed	Abrahams Branch Small Equipment	false
83	oaael	Abrahams Branch Laptop Checkout	false
84	oaaes	Abrahams Branch English as a Second Language	false
85	oaaf	Abrahams Branch Adult Fiction	false
86	oaafn	Abrahams Branch Adult New Fiction	false
87	oaagn	Abrahams Branch Adult Graphic Novel	false

...to this

A	B	C	D
Number	Code	Branch Name	Notes
71	oa	OPL - Abrahams Branch	
72	oaa	OPL - Abrahams Branch - Adult Materials	
73	oaaaf	Abrahams Branch Adult Audiobook Fiction	
74	oaaan	Abrahams Branch Adult Audiobook Nonfiction	
76	oaabl	Abrahams Branch Adult BluRay	
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78	oaabo	Abrahams Branch Adult Biography	
79	oaacd	Abrahams Branch Adult Music CD	
	oaacs	Abrahams Branch Seed Library	
	oaacs	Abrahams Branch Seed Library	
81	oaadv	Abrahams Branch Adult DVD	
82	oaaed	Abrahams Branch Small Equipment	Rename and merge w/multi phone charger, headphones ahn, --aem, --apc)
83	oaael	Abrahams Branch Laptop Checkout	
86	oaaes	Abrahams Branch English as a Second Language Collection	

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

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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