

A woman with long dark hair is sitting on the floor in a library, reading a book. She is wearing a dark jacket and light-colored pants. The background shows bookshelves filled with books. The image has a warm, orange-red color overlay.

# Weeding or rightsizing?

# Why not call it collection adjustment?

Laura Turner  
University of San Diego

## What we'll cover . . .

- A new approach to collections – more than just weeding
- Data about your collection
- Tools to harvest, manipulate, and share data
  - With your III products
  - Auxiliary tools
  - Proprietary tools
- Scenarios for practice

# Street cred

- Twenty years in academic libraries that use Innovative products
  - From character-based to Millennium and now Sierra
  - Small to mid-size universities
  - Mostly in technical services that required knowledge of all ILS tasks/modules/functions other than circulation
- Current renovation project and other smaller adjustments to the collection; earlier closing of a branch library
- Recent participation in regional shared print project

# Why collection adjustment?

Adjustment is not necessarily weeding, though both refer to managing the size of the collection (physical or not)

Examples of adjustment:

- Offsite storage
- Merged collections
- Replacement with non-print format
- Resource-sharing programs

## Scale and triggers are key elements of adjustment

- No longer just a regular and/or mediated process of removing worn, misleading, trivial, irrelevant, and commonly held resources
  - ex. MUSTIE; CREW
- Can include more than just print books and journals
- May represent significant percentages of the collection
- May reflect mandates from beyond the library

## A rose by any other name . . .

Whatever we call it, the **removal** of material from a library's onsite collection can still be fraught with the emotions, politics and sometimes outrage of users.

## Sensible and defensible collection adjustment is possible by:

- Identifying meaningful data
- Harvesting data into tools that can manipulate data for easier use
- Sharing the ability and responsibility to review and respond to the harvested data

**Sensible and defensible collection adjustment  
no longer means withdrawing based solely on:**

**Number of checkouts of an item**

**Year of publication**



# Collection Adjustment Administration

- Familiarity with the ILS and other content management solutions (knowledgebase, bibliographic utilities, etc.)
- But not exclusive. Share the work!

# Let's start with the data

## Know the possibilities

Identify and get to know ILS fields for bibliographic, order, item, and holdings/checkin records

- Hardcoded
- Customizable
  - the local choices

## Key fields to consider

Field	Record Type
Date Created	Any
Last Updated	Any
Material Codes	Bib, item, order
Checkout	Item
Volume	Item
Fund	Order
Etc.	

# Customizable local ILS data = IMPORTANT!

What kinds of data were implemented?

*ex. more granular item locations; shared print; govdocs; gifts*

How might this information help your project?



# Common ILS Tools for harvesting, manipulating, and sharing data\*

- **Create Lists / Review Files**
  - Basic functionality
  - More advanced features
    - Import
    - Grouping
    - Regular expressions
- Statistics
- Web Management Reports
- Decision Center \$\$\$/???



## Auxiliary Tools To Create or Manipulate ILS Data

Excel / Google Sheets

Notepad or other text editor

Barcode scanner

Linear feet to volumes formula

MarcEdit, etc.

# Common ILS Tools for harvesting, manipulating, and sharing data\*

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# Example of Statistics – can export!

sierra

View Query Budget Planning Collection Development

Select Report  
IU5E3  
LYRCIRC  
# OVERDUE  
# RENEWALS  
PRICE  
Record Count  
TOT CHKOUT  
TOT RENEW  
YTDCIRC

University of San Diego Libraries  
Report for the Copley Books 20190212  
Review File: 122. Iturber 20190212 Copley books (370135) (ITEM)  
370135 records were processed. (0 records had been deleted.)

Range	Description	cstk CL Book Stacks	Totals
AM1-AM501.9999	(C) AM 0001 AM 0501 Museums	320	320
AN1-AN10000 +	(C) AN 0001 AN 9999 Newspapers, Period	3	3
AS1-AS945.9999	(C) AS 0001 AS 0945 Academies and Lea	117	117
AY10-AY2001.9999	(C) AY 0010 AY 2001 Yearbooks, Directori	12	12
AZ101-AZ999.9999	(C) AZ 0101 AZ 0999 History of Scholarsh	202	202
B1-B5803	(C) B 0001 B 5802 Philosophy (General)	16868	16868
BC1-BC199.9999	(C) BC 0001 BC 0199 Logic	694	694
BD10-BD701.9999	(C) BD 0010 BD 0701 Speculative Philoso	3663	3663
BF1-BF990.9999	(C) BF 0001 BF 0990 Psychology	24061	24061
BF1001-BF1389.9999	(C) BF 1001 BF 1389 Parapsychology	1223	1223
BF1404-BF2056	(C) BF 1404 BF 2056 Occult	1405	1405
BH1-BH301.9999	(C) BH 0001 BH 0301 Aesthetics	496	496
BJ1-BJ1725.9999	(C) BJ 0001 BJ 1725 Ethics	5536	5536
BJ1801-BJ2196	(C) BJ 1801 BJ 2195 Etiquette	173	173
BL1-BL1750.7999	(C) BL 0001 BL 1750.7999 Religion (Gener	14294	14294
BL1790-BL1950.9999	(C) BL 1790 BL 1950 Chinese Religions	1113	1113
BL1975-BL2791 +	(C) BL 1975 BL 2790 Religion (General)	3975	3975
BM1-BM990.9999	(C) BM 0001 BM 0990 Judaism	3933	3933
BP1-BP80.9999 +	(C) BP 0001 BP 0080 Islam (General)	1732	1732
BP87-BP89.9999	(C) BP 0087 BP 0089 Islam - Literature	11	11
BP100-BP137.9999	(C) BP 0100 BP 0137 Islam - Sacred Book	379	379
BP165.5-BP167.4999	(C) BP 0165.5 BP 0167.4999 Islam - Theol	72	72
BP167.5-BP168.9999	(C) BP 0167.5 BP 0168 Islam - Heresy/Apc	0	0
BP169-BP169.9999	(C) BP 0169 BP 0169 Islam - Works Agais	10	10

SCAT Table and  
Related Total  
Checkouts

# Common ILS Tools for harvesting, manipulating, and sharing data\*

- Create Lists / Review Files
  - Basic functionality
  - More advanced features
    - Import
    - Grouping
    - Regular expressions
- Statistics
- **Web Management Reports**
- Decision Center \$\$\$/???



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MarcEdit, etc.

# Web Management Reports

	A	B	C	D	E	F	G	H
1	CIRCULATION ACTIVITY by ITEM LOCATION (Jul 17-Jun 18)							
2	LOC	CHKOUTS	CHKINS	RENEWALS	HOLDS HI/RECLL		TOTAL #	PERCENT
3	art1	630	615	595	0	0	1,840	1.4%
4	ats1	1,312	1,315	59	0	0	2,686	2.1%
5	ats2	363	362	1	0	0	726	0.6%
6	c106	22	22	4	0	0	48	0.0%
7	castr	1,791	1,786	14	0	0	3,591	2.8%
8	cblue	11	13	3	7	0	34	0.0%
9	cbray	2	2	0	0	0	4	0.0%
10	ccd	23	24	10	17	0	74	0.1%
11	ccirc	10,151	10,064	43	1	0	20,259	15.6%
12	cdvd	695	694	275	165	7	1,836	1.4%
13	cequ	2,529	2,522	30	0	0	5,081	3.9%
14	cfile	0	0	0	1	0	1	0.0%
15	cfilm	7	7	0	0	0	14	0.0%
16	clpop	301	300	33	3	0	637	0.5%



# Common ILS Tools for harvesting, manipulating, and sharing data\*

- Create Lists / Review Files
  - Basic functionality
  - More advanced features
    - Import
    - Grouping
    - Regular expressions
- Statistics
- Web Management Reports
- **Decision Center \$\$\$/???**



## Auxiliary Tools To Create or Manipulate ILS Data

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## A tip for sharing the work

See the PowerPoint appendix for a short intro into creating reports in Excel (or Google Sheets) that hyperlink from Excel to the OPAC.

Share the effort!

# Using Google Sheets for Collaboration

2017 Reference Weeding Project

File Edit View Insert Format Data Tools Add-ons Help Last edit was on March 7

100% \$ % .0\_ .00 123 Calibri 11 B I S A

CALL NUMBER	VOLUME	TITLE (hyperlinked to catalog record)	PUBLICATION DATE	INTL USE	DECISION
BH39 .C62 1995		<a href="#">The Columbia dictionary of modern literary and cultural crit</a>	c1995	0	Deferred to Hugh Hug
N31 .E4833 1983 v.1		<a href="#">Encyclopedia of world art</a>	[1959-c1983]	0	keep in ref
N31 .E4833 1983 v.2		<a href="#">Encyclopedia of world art</a>	[1959-c1983]	0	keep in ref
N31 .E4833 1983 v.3		<a href="#">Encyclopedia of world art</a>	[1959-c1983]	0	keep in ref
N31 .E4833 1983 v.4		<a href="#">Encyclopedia of world art</a>	[1959-c1983]	0	keep in ref
N31 .E4833 1983 v.5		<a href="#">Encyclopedia of world art</a>	[1959-c1983]	0	keep in ref
N31 .E4833 1983 v.6		<a href="#">Encyclopedia of world art</a>	[1959-c1983]	0	keep in ref
N31 .E4833 1983 v.7		<a href="#">Encyclopedia of world art</a>	[1959-c1983]	0	keep in ref
N31 .E4833 1983 v.8		<a href="#">Encyclopedia of world art</a>	[1959-c1983]	0	keep in ref
N31 .E4833 1983 v.9		<a href="#">Encyclopedia of world art</a>	[1959-c1983]	0	keep in ref
N31 .E4833 1983 v.10		<a href="#">Encyclopedia of world art</a>	[1959-c1983]	0	keep in ref
N31 .E4833 1983 v.11		<a href="#">Encyclopedia of world art</a>	[1959-c1983]	0	keep in ref
N31 .E4833 1983 v.12		<a href="#">Encyclopedia of world art</a>	[1959-c1983]	0	keep in ref

Michael Diane Chris Alma Laura Amanda

You can hyperlink from the title in the spreadsheet directly to the online catalog.

You can lock each tab to specific users!

## Other proprietary tools to consider

- OCLC WorldShare Collection Manager
- OCLC/SCS GreenGlass
- Choice Reviews Online
- GOBI
- etc.

**Let ILS data be your guide . . .**

**Most collection adjustment projects feel overwhelming at first . .**

**so think of the end result as a mystery that has to be solved.**



## SCENARIO 1

Your library supports a small, private undergraduate campus. Your college is affiliated with the United Methodist Church, and the library has long been admired regionally for its robust collection of religious materials. You've just been asked to clear out half of the reference collection of 8,000 volumes to make room for a makerspace station. With a formula of 8 volumes per linear feet in reference, you decide you need to move 4,000 volumes out to accommodate the request. Your library does not circulate reference books but does keep track of inhouse use. No large-scale mediated reference weeding has been done in over a decade because of staff shortages. You have two months to complete this project and you will be working with the head of reference, who does not use Sierra. You've had the III ILS for 8 years.

## Data to consider (examples)

- Format (print serial / print monograph)
- Classification breakdown (especially for religion)
- Inhouse usage
- Large sets / dated serials
- Date Added / Publication Year vis-à-vis eight years worth of data

# ILS Data to Consider – Print Monographs

SIERRA CREATE LISTS BOOLEAN SEARCH			
STORE RECORD TYPE	ITEM		
RANGE/REVIEW/INDEX/ADVANCED	RANGE – ALL ITEMS		
CLASSIC TAB			
(OPERATOR)		AND	AND
TYPE	ITEM	ITEM	BIBLIOGRAPHIC
FIELD	LOCATION	STATUS	MAT TYPE
CONDITION	=	MATCHES	=
VALUE A	CREF	[!#%&()+-@oqtx]	PRINT BOOK
VALUE B			



# Exporting from the ILS

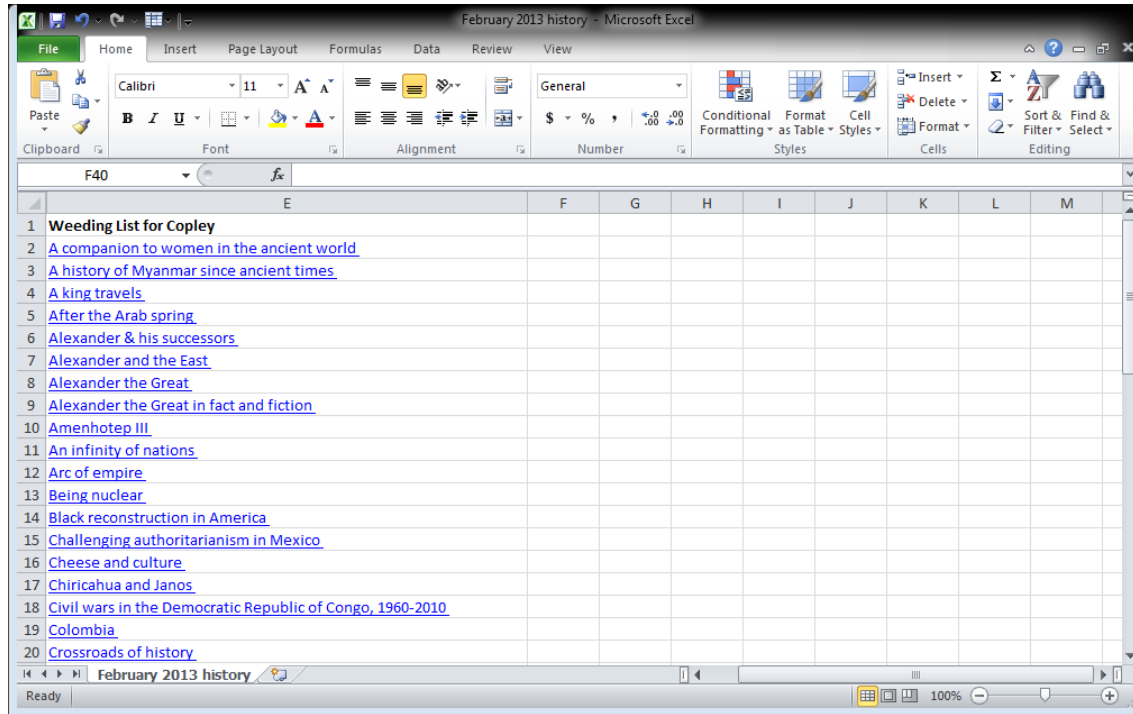
- **SORT:** (B) call number, (I) volume
- **EXPORT:**

TYPE	FIELD
BIB	RECORD NUMBER
ITEM	RECORD NUMBER
BIB	CALL NUMBER
ITEM	VOLUME
BIB	245 a
BIB	260 c
BIB	CREATED DATE
ITEM	INTL USE
ITEM	barcode number
?	?

## What this spreadsheet will give us:

- **Easy way to create a spreadsheet for head of reference that is hyperlinked to the public catalog (they don't need Sierra!)**
- **Two ways to import record numbers back into Create List with record numbers to create more refined lists**
- **Call number and volume info and item barcode number to serve as a pull-list**
- **Pub year + date added + total inhouse use**
- **Big sets that might be worth removing**


# Example – Hyperlinked Report (see appendix for steps)




# Example – Anyone can click on a hyperlinked title in the spreadsheet to access the OPAC

https://sallypro.sandiego.edu/iii/encore/record/C\_\_Rb3372579?lang=eng

glass USBank website Copley Library - Co... Data & Methods Ba... Good practices for... SCELCL - Post Allo

Search:    
Advanced Search

---

 **A companion to women in the ancient world / edited by Sharon L. James and Sheila Dillon**   
PRINT BOOK | Wiley-Blackwell | 2012  
Available at CL Book Stacks (HQ1127 .C637 2012)  
Additional actions: 

### Items

Location	Call No.	Status	Media
CL Book Stacks	HQ1127 .C637 2012	AVAILABLE	

### More Details

Publication Malden, MA : Wiley-Blackwell. 2012

# ILS Data to Consider – Print Serials

SIERRA CREATE LISTS BOOLEAN SEARCH			
STORE RECORD TYPE	ITEM		
RANGE/REVIEW/INDEX/ADVANCED	RANGE – ALL ITEMS		
CLASSIC TAB			
(OPERATOR)		AND	AND
TYPE	ITEM	ITEM	BIBLIOGRAPHIC
FIELD	LOCATION	STATUS	MAT TYPE
CONDITION	=	MATCHES	=
VALUE A	CREF	[!#%&()+-@oqtx]	PRINT SERIAL
VALUE B			



# Exporting from the ILS

- **SORT:** (B) call number, (I) volume
- **EXPORT:**

TYPE	FIELD
BIB	RECORD NUMBER
ITEM	RECORD NUMBER
BIB	CALL NUMBER
ITEM	VOLUME
BIB	245  a
BIB	DATE CREATED
CHECKIN	holdings statement
ITEM	INTL USE
ITEM	barcode
?	?

## What this spreadsheet will give us:

- **Easy way to create a spreadsheet for head of reference that is hyperlinked to the public catalog (they don't need Sierra!)**
- **Two ways to import record numbers back into Create List with record numbers to create more refined lists**
- **Call number and volume info and item barcode number to serve as a pull-list**
- **Pub year + date added + total inhouse use**
- **Possibly old retention decisions that have been ignored**



## SCENARIO 2

Your library of 600,000 print monographs supports a medium-size state university that emphasizes undergraduate liberal arts and has strong graduate programs in performing arts, marine biology, and neuroscience. You've been an ILL ILS customer since 1991. The library recently joined a regional shared print initiative for monographs and is retaining 60,000 print monographs as part of your participation, noted in a 583 bib field. The library has added a significant number of donations over the years that are coded in an ICODE1 field. In preparation for renovating the library, the university wants the library to reduce the physical collection by 100,000 print monographs and move 200,000 volumes of the remaining print monograph collection to new offsite storage that the university just acquired. You need to involve the university faculty in your decisions of what to remove. The library has 8 months (including 3 summer months) to prepare for the reduction and the move.



## Data to consider (examples)

- Format – maybe by item location code (if it signifies format)
- Classification breakdown (tricky – either specialized or interdisciplinary)
- Created Date / Pub Year / Total Checkouts
- 583 bib field for shared print commitments
- ICODE 1 for gifts

# ILS Data to Consider

SIERRA CREATE LISTS BOOLEAN SEARCH			
STORE RECORD TYPE	ITEM		
RANGE/REVIEW/INDEX/ADVANCED	RANGE		
CLASSIC TAB			
(OPERATOR)		OR	AND
TYPE	(ITEM	ITEM	ITEM
FIELD	LOCATION	LOCATION	STATUS
CONDITION	=	=	MATCHES
VALUE A	CSTK	COVER)	[!#%&()+-@oqtx]
VALUE B			

# Exporting from the ILS

- **SORT:** (B) call number, (I) volume
- **EXPORT:**

TYPE	FIELD
BIB	RECORD NUMBER
ITEM	RECORD NUMBER
BIB	CALL NUMBER
ITEM	VOLUME
BIB	245 a
BIB	260 c
BIB	CREATED DATE
BIB	583
ITEM	ICODE1
ITEM	TOT CHKOUT
ITEM	barcode

# What this spreadsheet will give us:

- **Easy way to create a spreadsheet for faculty review that is hyperlinked to the public catalog (they don't need Sierra!)**
- **Two ways to import record numbers back into Create List with record numbers to create more refined lists**
- **Call number and volume info and item barcode number to serve as a pull-list**

## What this spreadsheet will give us (cont'd):

- **Pub year + date added + total checkouts**
- **Large sets that might not be analyzed and are worth removing (or analyzing if you want to keep them)**
- **All items of the shared print commitment to keep them from being weeded**
- **All gift items and when they were added – a consideration since they aren't necessarily firm orders from faculty**

A woman with long dark hair is sitting on the floor in a library, leaning against a bookshelf. She is wearing a dark jacket and light-colored pants, and is looking down at a tablet device she is holding. The background shows rows of bookshelves filled with books. The entire image has a warm, orange-red color overlay.

Let's try one together . . .

 #IUG2019

**IUG**2019   
**Phoenix, AZ**

### SCENARIO 3

Your branch library of 200,000 print monographs and serials supports the undergraduate allied health program at a mid-size private university. The school has a strong sports medicine and athletic training program. The library has been an Innovative ILS customer since 2001. The library's two subject specialists regularly cull the monographic collection for dated material, but no effort has been made to review monographic or serial overlap with the main library. When possible, print serials have been switched to online only. The nearby state university has a medical program, and you participate with them in a resource-sharing arrangement for monographs. Your university wants to remove 50,000 volumes (serials or monographs) to create space for a new allied health lab. You've identified several ebook packages with Proquest and Elsevier that could replace some of your print monograph content. These vendors will help identify overlap with your existing titles and you expect to target around 25,000 print titles that could be switched to online. The library has a semester to prepare for the reduction.

# Data to consider

<YOUR IDEAS>



## My “Universal Truths” in Collection Adjustment

- We don't always have the luxury of time.
- We can't always get our message across.
- Our colleagues often have other motivations and interests.
- Sometimes in the end our work is disregarded for “political” reasons.

**BUT**

That work still provides a sensible AND defensible argument  
for our efforts.

# Thank you!

Questions?

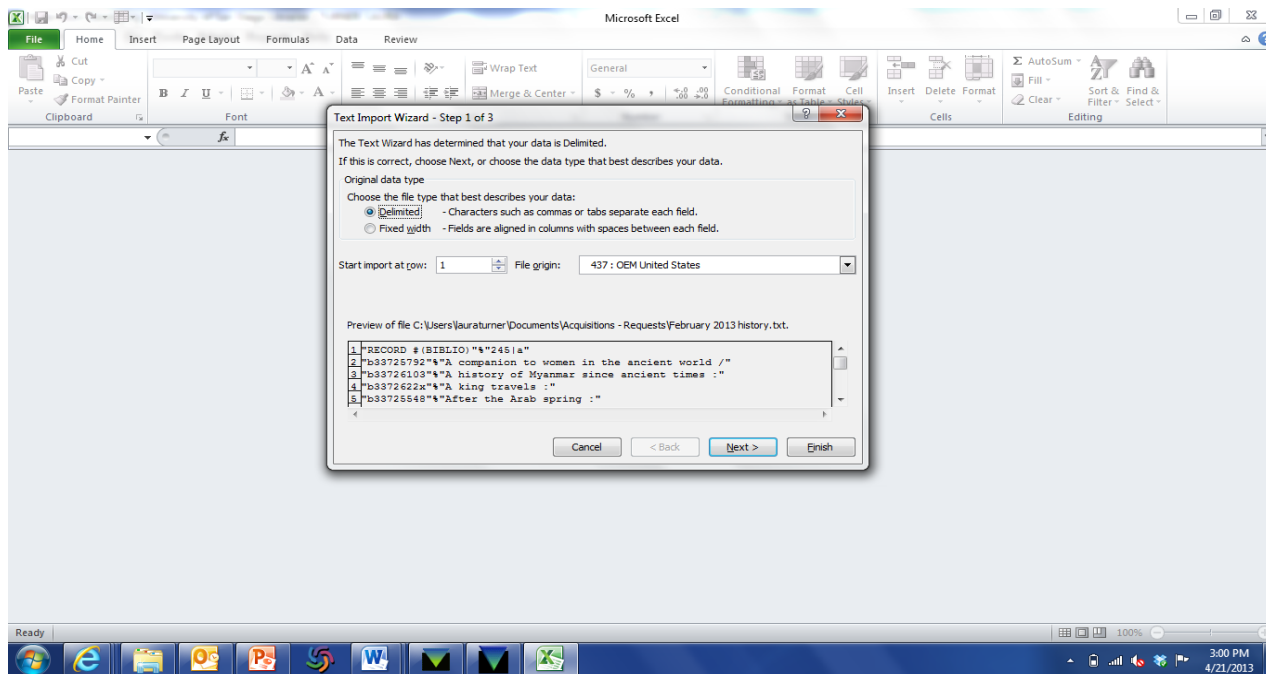


# Appendix

# Preparing a Hyperlinked Report

- From Create Lists, select Record type as Bibliographic and search Range of records fitting your criteria (call number area, location, etc.)
- Sort according to your needs and export bibliographic record number and title (245|a) from Millennium/Sierra to Excel (can export other fields as well for future reference)
- Strip out bib record number check digit and hyperlink title with bib record number for OPAC access (can do manually or program an Excel VBA macro to do this)

# Example – Preparing a Hyperlinked Report: Opening the Create Lists File in Excel

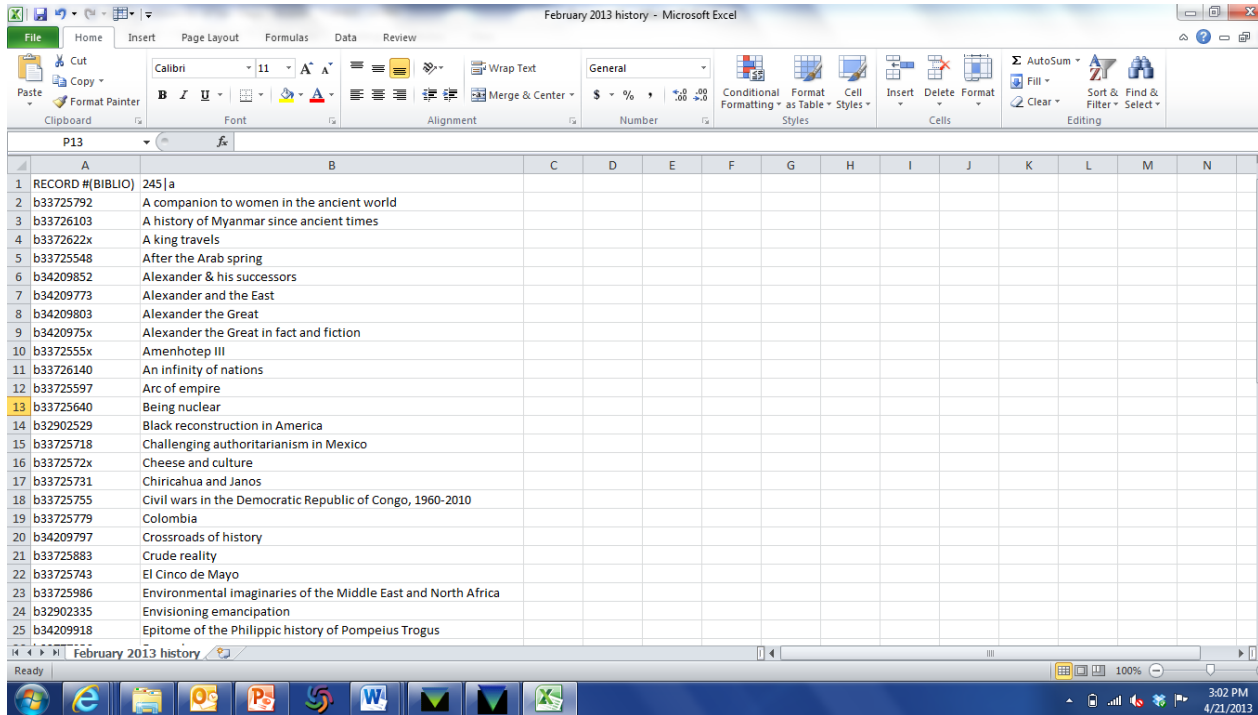


# Example – Preparing a Hyperlinked Report: Raw data in Excel

February 2013 history - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	RECORD #(BIBLIO)	245	a											
2	b33725792	A companion to women in the ancient world /												
3	b33726103	A history of Myanmar since ancient times :												
4	b3372622x	A king travels :												
5	b33725548	After the Arab spring :												
6	b34209852	Alexander & his successors :												
7	b34209773	Alexander and the East :												
8	b34209803	Alexander the Great :												
9	b3420975x	Alexander the Great in fact and fiction /												
10	b3372555x	Amenhotep III :												
11	b33726140	An infinity of nations :												
12	b33725597	Arc of empire :												
13	b33725640	Being nuclear :												
14	b32902529	Black reconstruction in America /												
15	b33725718	Challenging authoritarianism in Mexico :												
16	b3372572x	Cheese and culture :												
17	b33725731	Chiricahua and Janos :												
18	b33725755	Civil wars in the Democratic Republic of Congo, 1960-2010 /												
19	b33725779	Colombia :												
20	b34209797	Crossroads of history :												
21	b33725883	Crude reality :												
22	b33725743	El Cinco de Mayo :												
23	b33725986	Environmental Imaginaries of the Middle East and North Africa /												
24	b32902335	Envisioning emancipation :												
25	b34209918	Epitome of the Phillipic history of Pompeius Trogus /												

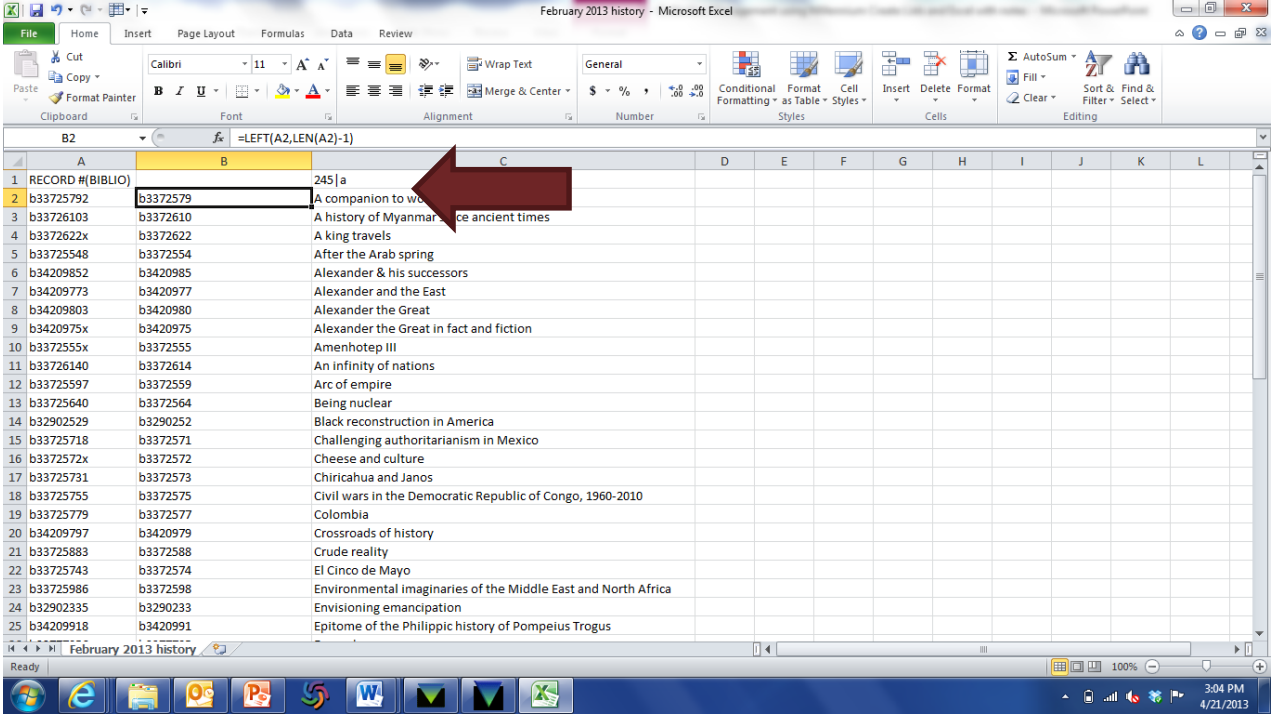
# Example – Preparing a Hyperlinked Report: A little bit cleaned up in Column B



February 2013 history - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	RECORD #(BIBLIO)	245  a												
2	b33725792	A companion to women in the ancient world												
3	b33726103	A history of Myanmar since ancient times												
4	b3372622x	A king travels												
5	b33725548	After the Arab spring												
6	b34209852	Alexander & his successors												
7	b34209773	Alexander and the East												
8	b34209803	Alexander the Great												
9	b3420975x	Alexander the Great in fact and fiction												
10	b3372555x	Amenhotep III												
11	b33726140	An infinity of nations												
12	b33725597	Arc of empire												
13	b33725640	Being nuclear												
14	b32902529	Black reconstruction in America												
15	b33725718	Challenging authoritarianism in Mexico												
16	b3372572x	Cheese and culture												
17	b33725731	Chiricahua and Janos												
18	b33725755	Civil wars in the Democratic Republic of Congo, 1960-2010												
19	b33725779	Colombia												
20	b34209797	Crossroads of history												
21	b33725883	Crude reality												
22	b33725743	El Cinco de Mayo												
23	b33725986	Environmental imaginaries of the Middle East and North Africa												
24	b32902335	Envisioning emancipation												
25	b34209918	Epitome of the Philippic history of Pompeius Trogus												

# Example – Preparing a Hyperlinked Report: Insert a new column B and strip the bib record # check digit





## Example – Preparing a Hyperlinked Report: Insert a new column C, copy column B and “paste-special-value” into column C

The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	RECORD #(BIBLIO)			245]a									
2	b33725792	b3372579	b3372579	A companion to women in the ancient world									
3	b33726103	b3372610	b3372610	A history of Myanmar since ancient times									
4	b3372622x	b3372622	b3372622	A king travels									
5	b33725548	b3372554	b3372554	After the Arab spring									
6	b34209852	b3420985	b3420985	Alexander & his successors									
7	b34209773	b3420977	b3420977	Alexander and the East									
8	b34209803	b3420980	b3420980	Alexander the Great									
9	b3420975x	b3420975	b3420975	Alexander the Great in fact and fiction									
10	b3372555x	b3372555	b3372555	Amenhotep III									
11	b33726140	b3372614	b3372614	An infinity of nations									
12	b33725597	b3372559	b3372559	Arc of empire									
13	b33725640	b3372564	b3372564	Being nuclear									
14	b32902529	b3290252	b3290252	Black reconstruction in America									
15	b33725718	b3372571	b3372571	Challenging authoritarianism in Mexico									
16	b3372572x	b3372572	b3372572	Cheese and culture									
17	b33725731	b3372573	b3372573	Chiricahua and Janos									
18	b33725755	b3372575	b3372575	Civil wars in the Democratic Republic of Congo, 1960-2010									
19	b33725779	b3372577	b3372577	Colombia									
20	b34209797	b3420979	b3420979	Crossroads of history									
21	b33725883	b3372588	b3372588	Crude reality									
22	b33725743	b3372574	b3372574	El Cinco de Mayo									
23	b33725986	b3372598	b3372598	Environmental imaginaries of the Middle East and North Africa									
24	b32902335	b3290233	b3290233	Envisioning emancipation									
25	b34209918	b3420991	b3420991	Epitome of the Philippic history of Pompeius Trogus									

# Example – Preparing a Hyperlinked Report: Add the base URL for OPAC to the value in column C using the Excel Replace tool

The screenshot shows the Microsoft Excel interface with a 'Find and Replace' dialog box open. The dialog box has 'Find what:' set to 'b' and 'Replace with:' set to 'http://sally.sandiego.edu/record=b'. The 'Replace' button is highlighted. The background spreadsheet contains the following data:

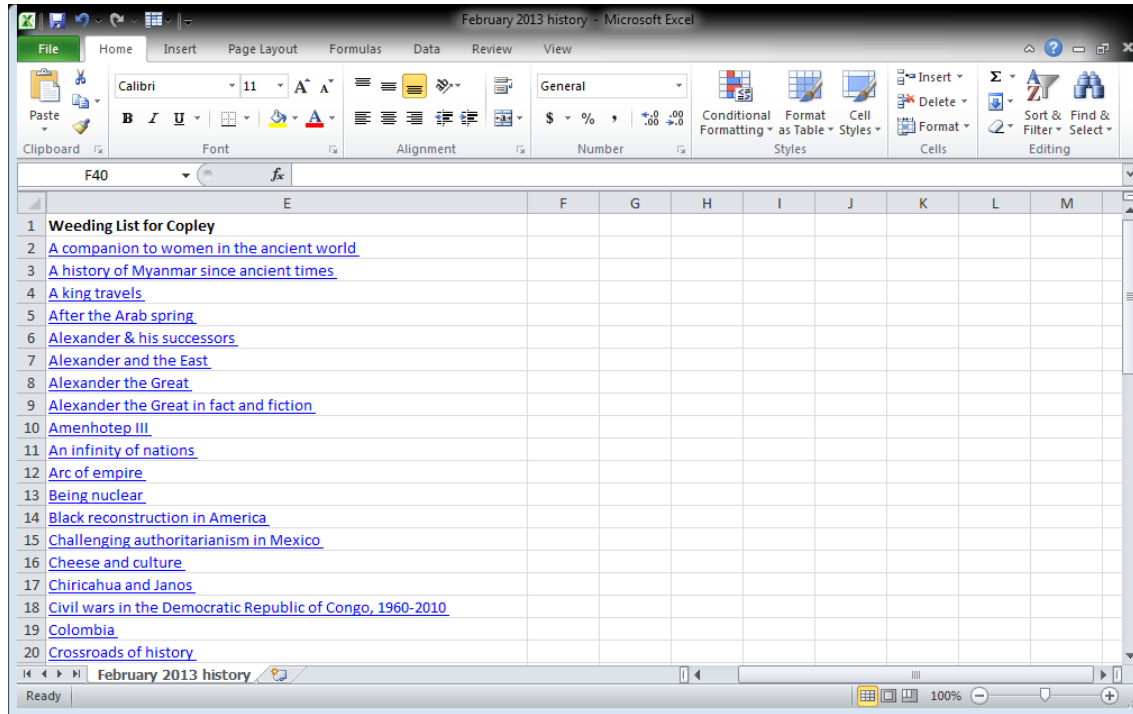
RECORD #(BIBLIO)			
b33725792	b3372579	b3372579	A companion to women in the ancient world
b33726103	b3372610	b3372610	A h...
b3372622x	b3372622	b3372622	A ki...
b33725548	b3372554	b3372554	Afte...
b34209852	b3420985	b3420985	Ale...
b34209773	b3420977	b3420977	Ale...
b34209803	b3420980	b3420980	Ale...
b3420975x	b3420975	b3420975	Ale...
b3372555x	b3372555	b3372555	Am...
b33726140	b3372614	b3372614	An...
b33725597	b3372559	b3372559	Arc...
b33725640	b3372564	b3372564	Being...
b32902529	b3290252	b3290252	Black reconstruction in America
b33725718	b3372571	b3372571	Challenging authoritarianism in Mexico
b3372572x	b3372572	b3372572	Cheese and culture
b33725731	b3372573	b3372573	Chirichua and Janos
b33725755	b3372575	b3372575	Civil wars in the Democratic Republic of Congo, 1960-2010
b33725779	b3372577	b3372577	Colombia
b34209797	b3420979	b3420979	Crossroads of history
b33725883	b3372588	b3372588	Crude reality
b33725743	b3372574	b3372574	El Cinco de Mayo
b33725986	b3372598	b3372598	Environmental imaginaries of the Middle East and North Africa
b32902335	b3290233	b3290233	Envisioning emancipation
b34209918	b3420991	b3420991	Epitome of the Philippic history of Pompeius Trogus

## Example – Preparing a Hyperlinked Report: In new column E, add hyperlink formula for URL in column C to the title in column D

The screenshot shows a Microsoft Excel spreadsheet with the following data:

	C	D	E	F	G	H	I	J
1		245   a						
2	<a href="http://sally.sandiego.edu/record=b3372579">http://sally.sandiego.edu/record=b3372579</a>	A companion to women in the ancient world	=HYPERLINK(C2,D2)					
3	<a href="http://sally.sandiego.edu/record=b3372610">http://sally.sandiego.edu/record=b3372610</a>	A history of Myanmar since ancient times						
4	<a href="http://sally.sandiego.edu/record=b3372622">http://sally.sandiego.edu/record=b3372622</a>	A king travels						
5	<a href="http://sally.sandiego.edu/record=b3372554">http://sally.sandiego.edu/record=b3372554</a>	After the Arab spring						
6	<a href="http://sally.sandiego.edu/record=b3420985">http://sally.sandiego.edu/record=b3420985</a>	Alexander & his successors						
7	<a href="http://sally.sandiego.edu/record=b3420977">http://sally.sandiego.edu/record=b3420977</a>	Alexander and the East						
8	<a href="http://sally.sandiego.edu/record=b3420980">http://sally.sandiego.edu/record=b3420980</a>	Alexander the Great						
9	<a href="http://sally.sandiego.edu/record=b3420975">http://sally.sandiego.edu/record=b3420975</a>	Alexander the Great in fact and fiction						
10	<a href="http://sally.sandiego.edu/record=b3372555">http://sally.sandiego.edu/record=b3372555</a>	Amenhotep III						
11	<a href="http://sally.sandiego.edu/record=b3372614">http://sally.sandiego.edu/record=b3372614</a>	An infinity of nations						
12	<a href="http://sally.sandiego.edu/record=b3372559">http://sally.sandiego.edu/record=b3372559</a>	Arc of empire						
13	<a href="http://sally.sandiego.edu/record=b3372564">http://sally.sandiego.edu/record=b3372564</a>	Being nuclear						
14	<a href="http://sally.sandiego.edu/record=b3290252">http://sally.sandiego.edu/record=b3290252</a>	Black reconstruction in America						
15	<a href="http://sally.sandiego.edu/record=b3372571">http://sally.sandiego.edu/record=b3372571</a>	Challenging authoritarianism in Mexico						
16	<a href="http://sally.sandiego.edu/record=b3372572">http://sally.sandiego.edu/record=b3372572</a>	Cheese and culture						
17	<a href="http://sally.sandiego.edu/record=b3372573">http://sally.sandiego.edu/record=b3372573</a>	Chiricahua and Janos						
18	<a href="http://sally.sandiego.edu/record=b3372575">http://sally.sandiego.edu/record=b3372575</a>	Civil wars in the Democratic Republic of Congo, 1960-2010						
19	<a href="http://sally.sandiego.edu/record=b3372577">http://sally.sandiego.edu/record=b3372577</a>	Colombia						
20	<a href="http://sally.sandiego.edu/record=b3420979">http://sally.sandiego.edu/record=b3420979</a>	Crossroads of history						
21	<a href="http://sally.sandiego.edu/record=b3372588">http://sally.sandiego.edu/record=b3372588</a>	Crude reality						
22	<a href="http://sally.sandiego.edu/record=b3372574">http://sally.sandiego.edu/record=b3372574</a>	El Cinco de Mayo						
23	<a href="http://sally.sandiego.edu/record=b3372598">http://sally.sandiego.edu/record=b3372598</a>	Environmental imaginaries of the Middle East and North Africa						
24	<a href="http://sally.sandiego.edu/record=b3290233">http://sally.sandiego.edu/record=b3290233</a>	Envisioning emancipation						
25	<a href="http://sally.sandiego.edu/record=b3420991">http://sally.sandiego.edu/record=b3420991</a>	Epitome of the Phillipic history of Pompeius Trogus						

# Example – Preparing a Hyperlinked Report: Hide any other columns except the hyperlinked title



# Example – Preparing a Hyperlinked Report: Click on a hyperlinked title in the spreadsheet to access the OPAC

The screenshot shows a web browser window with the URL <http://sally.sandiego.edu/record=b3372579>. The page is the University of San Diego Libraries OPAC record for the book "A companion to women in the ancient world".

**Title** **A companion to women in the ancient world / edited by Sharon L. James and Sheila Dillon**

**Published** Malden, MA : Wiley-Blackwell, 2012

Permalink: <http://sally.sandiego.edu:80/record=b3372579~S9>

LOCATION	CALL NO.	STATUS
CL Book Stacks	HQ1127 .C637 2012	DUE 04-27-13

**Description** xxiv, 616 p. : ill., maps ; 26 cm

**Series Note** Blackwell companions to the ancient world. Ancient history

**Series** [Blackwell companions to the ancient world. Ancient history](#)

**Bibliography** Includes bibliographical references (p. [545]-603) and indexes

**Contents** pt. I. Women outside Athens and Rome. -- Case study I: The Mother Goddess in prehistory: debates and perspectives / Lauren Talalay -- Women in ancient Mesopotamia / Amy R. Gansell -- Hidden voices: unveiling