



# MINNESOTA STATE UNIVERSITY, MANKATO

## LIBRARY SERVICES

### Step 1- Academic Department Directions for Spreadsheet Review

#### General

- One month prior to the scheduled review period for your designated call number, your department will receive an Excel spreadsheet with all the titles in the call number range.
  - This spreadsheet includes title, author, publication date, circulation and browse date, how long we've owned the title, and if it meets the threshold and is identified for withdrawal. There is a column for academic departments to indicate if the title should be retained.
- Departments will have **two weeks** to use the excel spreadsheet to indicate titles for retention. You may also recommend additional titles for withdrawal.

#### Reviewing the Excel Spreadsheet

- Use the provided link to edit the Excel spreadsheet.
- Note: This is a list of **all** titles in this physical call number range.
  - Titles that meet the threshold and are identified for withdrawal are highlighted in Purple in **Column R - Meets Threshold & Not Scarcely Held**.
  - Titles in column R that have a 0 and are not highlighted are NOT being considered for withdrawal. They are provided so you have context.
- There are **three** columns on the spreadsheet for academic departments to provide comments.
  - Column S - Keep**
    - ONLY** for items that meet the threshold (there is a 1 in column R and it is shaded purple)
      - Put a "Y" or the word "yes" in column S (Keep) to indicate if you would like to recommend keeping a specific title.
      - Leaving the column blank means the title will be reviewed during Step 2 – Physical Review of Shelves.
  - Column T – Initials**
    - Please provide your name or initials so we know who to contact if we have questions.
  - Column U - Notes**
    - This is an optional field to make comments about a specific title.

Example of how to fill out columns S & T to keep a title.

#### Example of Excel Spreadsheet

	A	B	C	D	E	F	M	O	P	Q	R	S	T	U
	Permanent Call Number	Barcode	Title	Author	Begin Publication Date	Cumulative Times Loaned Since 1985	Years since Last Circ or 1985	Years since Rec'd or 1985	Meets Removal Threshold	Retained for MNSP	Meets Threshold & Not Scarcely Held	Keep	Initials	Librarian Notes
65	ACS_887	30101000050716	British thought, 1947.British thought, 1947.British thought, 1947.		1947	0	9999	38	1	0	1	Y	DSM	
66	ACS_C565 1969	30101000050724	The Liberty years, 1924-1950 : an anthology /	Churchill, Alle	1969	1	10	38	0	0	0			
67	ACS_D46	30101000050740	A Dial miscellany.A Dial miscellany.A Dial miscellany.A Dial miscellany.		1963	1	7	38	0	0	0			
68	ACS_D5 1958	30101000050757	Voices of Dissent; a collection of articles from Dissent magazine.		1958	0	9999	38	1	0	1	Y	DSM	
69	ACS_F79 1976	30101000050799	From Parnassus : essays in honor of Jacques Barzun /		1976	1	24	38	1	0	1			
70	ACS_G53	30101000050807	The best of Fact,The best of Fact,The best of Fact,The best of Fact,	Ginzburg, Ralp	1967	3	24	38	1	0	1			

#### Next Steps

- The physical review of the shelves begins two weeks after the end of the spreadsheet review. Prior to the physical review:
  - Library Services will tape the spines of all books that meet the threshold with purple 3M tape.

- i. Titles marked to be retained on the excel spreadsheet in step 1 will not be taped.
- b. Librarians will review the call number section and identify additional titles for withdrawal. Reasons may include multiple editions, multiple copies, poor condition, and curriculum changes.
  - i. Academic departments can participate in adding titles for withdrawal by contacting their library liaison by the end of Step 1 – Spreadsheet review.

Questions about the project can be sent to: [Libraryproject@mnsu.libanswers.com](mailto:Libraryproject@mnsu.libanswers.com) or Library Administration, 507-389-5952.

More information is available on the project website. [link.mnsu.edu/libreductionproject](http://link.mnsu.edu/libreductionproject)