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Easy Shelf Reading and Weeding Lists in Access

David A. Lowder

Georgia Southern University, dlowder@georgiasouthern.edu

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Easy Shelf Reading and Weeding Lists in Access

David Lowder

Georgia Southern University

GUGM 2007

What is it?

This is a menu-driven shelflist program that's easy to copy into your Voyager reports.mdb so that it is automatically customized for your library's locations.

You pick the location and LC Class range from drop-down lists.

You have the option to specify a specific item status from a drop-down list and/or specify a minimum or maximum number of historical charges.

This lets staff run a variety of reports without having to know Access or how to modify queries.

How it works

Microsoft Access - [gasou_SLmenu : Form]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Tahoma 9 B I U

Type a question for help

Reports for Shelf Reading/Weeding

1. Pick the location that you want to select records FROM.

Location

2. Pick the starting LC Class and then the ending class if any.

LC Class Through (optional)

3. Pick the desired Item Status or leave blank to get all items. (Optional)

Item Status Type

4. Choose an option and enter the number of historical charges. (Optional)

Historical Charges Less than or equal
 Greater than or equal

5. Choose an option and enter a publication year. (Optional)

Published on or before
 Published on or after
 Don't care

Click here to Generate Report

Username	Password
ro_XXXXXXX	ro_YYYYYYYYYY

Record: 1 of 1

Form View

NUM

Picking the Location field prompts for the username and password

The screenshot shows a Microsoft Access window titled "Microsoft Access - [gasou_SLmenu : Form]". The main form is titled "Reports for Shelf Reading/Weeding" and contains five numbered steps:

1. Pick the location that you want to select records FROM. (Location dropdown menu)
2. Pick the starting L... (dropdown menu)
3. Pick the desired I... (dropdown menu)
4. Choose an option and enter the number of historical charges. (Optional)
Historical Charges: Less than or equal, Greater than or equal, [0]
5. Choose an option and enter a publication year. (Optional)
 Published on or before, Published on or after, Don't care, []

A "Microsoft ODBC for Oracle Connect" dialog box is open, showing:

- User Name: []
- Password: []
- Server: VGER
- Buttons: OK, Cancel, Help

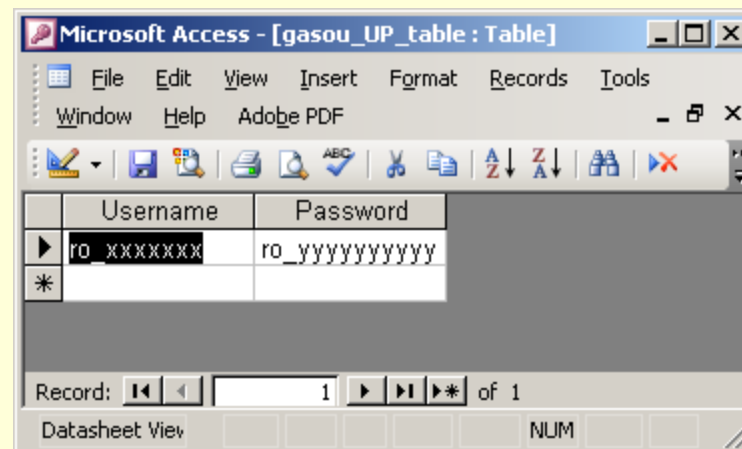
At the bottom of the form, there is a button "Click here to Generate Report" and a table:

Username	Password
ro_XXXXXXX	ro_YYYYYYYYYY

The status bar at the bottom shows "Record: 1 of 1" and "Form View".

You can add your Username and Password to the form

- Open the gasou_UP_table
- Replace the existing Username and Password with the Username and Password for your location
- Close the table and the form is updated automatically



Locations box includes the Location Code, Location Name and the MFHD count

Microsoft Access - [gasou_SLmenu : Form]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Tahoma 8 B I U

Reports for Shelf Reading/Weeding

1. Pick the location that you want to select records FROM.

Location

2. Pick the starting location

Location	Location	MFHD
STACKS	STACKS	77974
XGnetLib	XGnetLib	0
ZARC	OLD Academic Resource Ctr	0
zdublin	zDublin	89
ZMAA	ZMAA	216
ZNET	ZNET	10956
ZRESERVE	RESERVE	5370
ZSPECCOL	ZSPECCOL	6923

3. Pick the desired Item Status Type

Item Status Type

4. Choose an option and enter the number of historical charges. (Optional)

Historical Charges Less than or equal
 Greater than or equal

5. Choose an option and enter a publication year. (Optional)

Published on or before
 Published on or after
 Don't care

Click here to Generate Report

Username	Password
ro_XXXXXXXX	ro_YYYYYYYYYYY

Record: 1 of 1

Form View

NUM

The LC Class comes from the LCClassDetailed

Microsoft Access - [gasou_SLmenu : Form]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Type a question for help

Tahoma 9 B I U

Reports for Shelf Reading/Weeding

1. Pick the location that you want to select records FROM.

Location

2. Pick the starting LC Class and then the ending class if any.

LC Class Through (optional)

3. Pick the desired Item Status or

Item Status

A	A - General Works
AC	AC - Collections, Series, Collected Works.
AE	AE - Encyclopedias (General).
AG	AG - Dictionaries and Other General Reference Works.
AI	AI - Indexes (General).
AM	AM - Museums, Collectors and Collecting.
AN	AN - Newspapers.
AP	AP - Periodicals.

4. Choose an option and enter the

Historical Charges Less than or equal
 Greater than or equal

5. Choose an option and enter a publication year. (Optional)

Published on or before
 Published on or after
 Don't care

Click here to Generate Report

Username	Password
ro_XXXXXXXX	ro_YYYYYYYYYYY

Record: 1 of 1

Form View NUM

The LCClassDetailed table is local to your computer and can be edited if desired.

Microsoft Access - [LCClassDetailed : Table]

File Edit View Insert Format Records Tools Window Help Adobe PDF Type a question for help

ID	Class	Description
216	A	A - General Works
1	AC	AC - Collections, Series, Collected Works.
2	AE	AE - Encyclopedias (General).
3	AG	AG - Dictionaries and Other General Reference Works.
4	AI	AI - Indexes (General).
5	AM	AM - Museums. Collectors and Collecting.
6	AN	AN - Newspapers.
7	AP	AP - Periodicals.
8	AS	AS - Academies and Learned Societies (General).
9	AY	AY - Yearbooks. Almanacs. Directories.
10	AZ	AZ - History of Scholarship and Learning. The Humanities.
11	B	B - Philosophy (General).
12	BC	BC - Logic.
13	BD	BD - Speculative Philosophy.
14	BF	BF - Psychology, Parapsychology, Occult Sciences.
15	BH	BH - Aesthetics.
16	BJ	BJ - Ethics. Social Usages. Etiquette.
17	BL	BL - Religion.
18	BM	BM - Judaism.
19	BP	BP - Islam, Bahaim, Theosophy.
20	BQ	BQ - Buddhism.
21	BR	BR - Christianity.
22	BS	BS - The Bible.
23	BT	BT - Doctrinal Theology.
24	BV	BV - Practical Theology.

Record: 1 of 216

Datasheet View NUM

If you don't pick an ending class, the list includes only the starting class.

Microsoft Access - [gasou_SLmenu : Form]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Tahoma 9 B I U

Reports for Shelf Reading/Weeding

1. Pick the location that you want to select records FROM.

Location

2. Pick the starting LC Class and then the ending class if any.

LC Class Through (optional)

3. Pick the desired Item Status or leave blank to get all items. (Optional)

Item Status Type

VD	VD - Naval Seamen.
VE	VE - Marines.
VF	VF - Naval Ordnance.
VG	VG - Minor Services of Navies.
VK	VK - Navigation
VM	VM - Naval Engineering, Shipbuilding.
Z	Z - Books, Library Science, Bibliography
ZA	ZA - Information Resources

4. Choose an option and enter the number of historical charges. (Optional)

Historical Charges Less than or equal Greater than or equal

5. Choose an option and enter a publication year. (Optional)

Published on or before Published on or after
 Don't care

Username	Password
ro_XXXXXXX	ro_YYYYYYYYYY

Record: 1 of 1

Form View NUM

The item status comes from your ITEM_STATUS_TYPE table.

Microsoft Access - [gasou_SLmenu : Form]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Tahoma 9 B I U

Reports for Shelf Reading/Weeding

1. Pick the location that you want to select records FROM.

Location

2. Pick the starting LC Class and then the ending class if any.

LC Class Through (optional)

3. Pick the desired Item Status or leave blank to get all items. (Optional)

Item Status Type

4. Choose an option and enter the number of his

Historical Charges

- Not Charged
- Charged
- Renewed
- Overdue
- Recall Request
- Hold Request
- On Hold
- In Transit

5. Choose an option and enter a publication year. (Optional)

Published on or before

Published on or after

Don't care

Click here to Generate Report

Username	Password
ro_XXXXXXXX	ro_YYYYYYYYYYY

Record: 1 of 1

Form View

NUM

Values for historical charges or publication year are optionally entered into the text boxes.

Microsoft Access - [gasou_SLmenu : Form]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Tahoma 12 B I U

Reports for Shelf Reading/Weeding

1. Pick the location that you want to select records FROM.

Location

2. Pick the starting LC Class and then the ending class if any.

LC Class Through (optional)

3. Pick the desired Item Status or leave blank to get all items. (Optional)

Item Status Type

4. Choose an option and enter the number of historical charges. (Optional)

Historical Charges Less than or equal
 Greater than or equal

5. Choose an option and enter a publication year. (Optional)

Published on or before
 Published on or after
 Don't care

Username	Password
ro_XXXXXXXX	ro_YYYYYYYYYY

Record: 1 of 1

Form View NUM

Shelflist v through VM

STACKS
Books (Second Floor)

CALL NO	TITLE		BAR CODE	HISTORICAL CHARGES
V53 .K44 1989	Price of admiralty : the evolution of nav	Not Charged	0200002544670	4
V61 .W54 2004	Who's who in naval history : from 1550	Not Charged	0200104737883	0
V63.H34 M47 1976	Sailor's admiral : a biography of William	Not Charged	0200001456587	4
V63.H66 W55 2004	Grace Hopper : admiral of the cyber se	Not Charged	0200104720186	0
V63.K38 B87 2004	America's first frogman : the Draper Ka	Not Charged	0200104721150	0
V63.L48 D94 2006	Uriah Levy : reformer of the antebellum	Not Charged	0200105176354	0
V63.N55 P67	Nimitz / E. B. Potter.	Not Charged	0200001519921	8
V63.T43 E95 2004	Thach weave : the life of Jimmie Thach	Not Charged	0200103988180	1
V63.V73 W54 2004	First blue : the story of World War II Ac	Not Charged	0200103991150	0
V63.W554 A3 2004	Sailor's log : water-tender Frederick T.	Not Charged	0200103977050	0
V133 .W56 2006	Professional naval officer : a course to	Not Charged	0200105093096	0
V210 .B67	U-boats / by Douglas Botting and the e	Not Charged	0200001933312	4
V245 .F45 2007	Testing American sea power : U.S. Nav	Not Charged	0200105201582	0
V415.L1 F67 2004	Midshipman culture and educational ref	Not Charged	0200103995201	0
V415.L1 G45 2006	Sea change at Annapolis : the United S	Not Charged	0200105136499	0
V415.L1 S94	U.S. Naval Academy, an illustrated hist	Not Charged	0200001961784	6
V415.L1 W37	Everybody works but John Paul Jones :	Not Charged	0200002102727	6
V415.L1 W7	Guide to the United States Naval acade	Not Charged	0200001176987	5
V820 .O83 2004	Cruisers and battle cruisers : an illustra	Not Charged	0200104729187	0
V850 .G68 2004	Nineteenth-century torpedoes and their	Not Charged	0200103949281	0
V850 .N49 2006	Iron men and tin fish : the race to build	Not Charged	0200105080119	0

* = This is the item's temporary location

04.03.2007

Suppressed records? **NN**

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Information on the report

Shelflist **V through VM**

STACKS
Books (Second Floor)

CALL NO	TITLE		BARCODE	HISTORICAL CHARGES
V53 .K44 1989	Price of admiralty : the evolution of nav	Not Charged	0200002544670	4
V61 .W54 2004	Who's who in naval history : from 1550	Not Charged	0200104737883	0
V63.H34 M47 1976	Sailor's admiral : a biography of William	Not Charged	0200001456587	4
V63.H66 W55 2004	Grace Hopper : admiral of the cyber se	Not Charged	0200104720186	0
V63.K38 B87 2004	America's first frogman : the Draper Ka	Not Charged	0200104721150	0
V63.L48 D94 2006	Uriah Levy : reformer of the antebellum	Not Charged	0200105176354	0
V63.N55 P67	Nimitz / E. B. Potter.	Not Charged	0200001519921	8
V415.L1 W7	Guide to the United States Naval acade	Not Charged	0200001176987	5
V820 .O83 2004	Cruisers and battle cruisers : an illustra	Not Charged	0200104729187	0
V850 .G68 2004	Nineteenth-century torpedoes and their	Not Charged	0200103949281	0
V850 .N49 2006	Iron men and tin fish : the race to build	Not Charged	0200105080119	0

* = This is the item's temporary location
04/10/2007

Suppressed records? NN

Page 1 of 5

“*” would appear to the left of the call number

First letter is for the Bib and the second letter is for the MFHD

If there are no items that match the criteria,
the report will look like this.

Shelflist V through VM

CALL NO	TITLE	BARCODE	HISTORICAL CHARGES
#	#Error		

No Item Status Criteria Selected Example

CALL NO	TITLE		BAR CODE	HISTORICAL CHARGES
OVERSIZE VA40 .J342 1945	Jane's fighting ships.	Not Charged	0200100239280	
OVERSIZE VA40 .J342 1967/68	Jane's fighting ships.	Not Charged	0200100239298	
VA40 .R5	Fighting fleets, by Critchell Rimington.	Not Charged	0200001176953	
VA50 .E4	Victory without war, 1958-1961.	Not Charged	0200000746012	
VA50 .H8	Case against the admirals; why we mu	Not Charged	0200000431334	
VA55 .G3	United States Navy," its influence upon	Not Charged	0200000907440	
VA55 .M2 1968 [c.1	From sail to steam; recollections of nav	Not Charged	0200000620449	
VA55 .S79	American sea power in the old world : t	Not Charged	0200001981246	
VA56 .C5 1949	History of the American sailing Navy; th	Not Charged	0200001441530	
VA58 .C47	Chiefs of Naval Operations / edited by	Not Charged	0200002007397	
VA58 .C75	United States Navy and defense unifica	Not Charged	0200001948674	
VA58 .H43	Nuclear Navy, 1946-1962 / Richard G.	Not Charged	0200001105341	
VA58.4 .K38 1987	Thoroughly efficient Navy / William W.	Not Charged	0200002473037	
OVERSIZE VA58.4 .M37 1983	Keepers of the sea / by Fred J. Maroon	Not Charged	0200002218291	
VA58.4 .N37	Future of United States naval power / J	Not Charged	0200001857693	
VA59 .A65 1972	American steel navy; a photographic hi	Renewed	0200000682464	
VA61 .A53 VOL 1	Dictionary of American naval fighting s	Not Charged	0200101388946	
VA61 .A53 VOL 2	Dictionary of American naval fighting s	Not Charged	0200101388953	
VA61 .A53 VOL 5	Dictionary of American naval fighting s	Not Charged	0200101388979	
VA61 .A53 VOL 6	Dictionary of American naval fighting s	Not Charged	0200101388987	
VA61 .A53 VOL 8	Dictionary of American naval fighting s	Not Charged	0200101389001	
VA65.S68 M33 1999	Terrible hours : the man behind the gre	Not Charged	0200104893165	
VA68.G8 R533 1994	Guantánamo : the bay of discord / by R	Charged	0200100718259	

Lost-System Applied Example

Shelflist PR through PS

Offsite Storage
Warehouse - Use REQUEST above to request

CALL NO	TITLE		BARCODE	HISTORICAL CHARGES
PR2759 .W7 1963	Play's the thing; seventeen of Shakesp	Lost-System Applied	0200001580774	10
PR6015.U9 B68 1958	Brave new world / by Aldous Huxley.	Lost-System Applied	0200101732358	40
PS3525.I5454 R67 1987 v.1	Rosy crucifixion.	Lost-System Applied	0200102633761	2
PS3545.I5365 A19 2000 v.1	Plays / Tennessee Williams.	Lost-System Applied	0200102618002	7
PS3551.N464 Z465 1997 c.6	Heart of a woman / Maya Angelou.	Lost-System Applied	0200102505209	15
PS3557.R56 F67 1994B	Forrest Gump : a novel / by Winston Gr	Lost-System Applied	0200102226038	15
PS3563.O88389 A83 1996	Politically correct guide to American his	Lost-System Applied	0200101702757	6

If no status is selected, items with multiple statuses appear multiple times.

PR85 .C685 1909	Manual of English literature, (with so	Not Charged	0200001306063	0
PR85 .C75 1924	Making of English literature, by William	Not Charged	0200001369483	0
REF PR85 .C76 1986 V.1	Critical perspective / general editor, Ha	Not Charged	0200002347991	0
REF PR85 .C76 1986 V.10	Critical perspective / general editor, Ha	Not Charged	0200101642177	0
REF PR85 .C76 1986 V.11	Critical perspective / general editor, Ha	Not Charged	0200101642185	0
REF PR85 .C76 1986 V.2	Critical perspective / general editor, Ha	Cataloging Review	0200101642763	0
REF PR85 .C76 1986 V.2	Critical perspective / general editor, Ha	Not Charged	0200101642763	0
REF PR85 .C76 1986 V.3	Critical perspective / general editor, Ha	Not Charged	0200101642771	0
REF PR85 .C76 1986 V.4	Critical perspective / general editor, Ha	Not Charged	0200101642789	0
REF PR85 .C76 1986 V.5	Critical perspective / general editor, Ha	Not Charged	0200101642797	0
PR736 .R87 1989	British drama, 1950 to the present : a cr	Not Charged	0200002553697	0
PR736 .S24 1985	Is the theatre still dying? / Eric Salmon.	Not Charged	0200002359483	0
PR736 .S5 2001	In-yer-face theatre : British drama toda	Missing	0200103352825	0
PR736 .S5 2001	In-yer-face theatre : British drama toda	Not Charged	0200103352825	0
PR736 .T3 1969b	Angry theatre; new British drama.	Not Charged	0200000106845	0
PR737 .B7	Modern British dramatists; a collection	Not Charged	0200000603882	0
PR737 .C57 1973	Contemporary dramatists / with a prefa	Not Charged	0200100931886	0
PR737 .C57 1977	Contemporary dramatists / editor, Jame	Not Charged	0200100931613	0
PR737 .C6 1962	Contemporary theatre.	Not Charged	0200100919832	0
PR737 .S8	Some contemporary dramatists.	Not Charged	0200000661328	0

Items with a temporary location

PR7 .T49 1985	Textual criticism and literary interpretati	Not Charged	0200002328009	0
OVERSIZE PR9 .K59 V.1	British literary manuscripts / catalogue	Not Charged	0200002129746	1
OVERSIZE PR9 .K59 V.2	British literary manuscripts / catalogue	Not Charged	0200100238977	0
* PR13 .E4 V.28 1975	Essays and studies : being volume ... o	Not Charged	0200101319198	1
* PR13 .E4 V.29 1976	Essays and studies : being volume ... o	Not Charged	0200101319206	0
* PR13 .E4 V.30 1977	Essays and studies : being volume ... o	Not Charged	0200101319214	0
* PR13 .E4 V.31 1978	Essays and studies : being volume ... o	Not Charged	0200101319222	0
* PR13 .E4 V.32 1979	Essays and studies : being volume ... o	Not Charged	0200101319230	0
* PR13 .E4 V.33 1980	Essays and studies : being volume ... o	Not Charged	0200101319248	0
* PR13 .E4 V.34 1981	Essays and studies : being volume ... o	Not Charged	0200101319255	0
* PR13 .E4 V.35 1982	Essays and studies : being volume ... o	Not Charged	0200101319263	0
* PR13 .E4 V.36 1983	Essays and studies : being volume ... o	Not Charged	0200101319271	0
* PR13 .E4 V.37 1984	Essays and studies : being volume ... o	Not Charged	0200101319289	0
* PR13 .E4 V.38 1985	Essays and studies : being volume ... o	Not Charged	0200101319297	0
* PR13 .E4 V.39 1986	Essays and studies : being volume ... o	Not Charged	0200101319305	0
* PR13 .E4 V.40 1987	Essays and studies : being volume ... o	Not Charged	0200101319313	0
* PR13 .E4 V.41 1988	Essays and studies : being volume ... o	Not Charged	0200101319370	0
* PR13 .E4 V.42 1989	Essays and studies : being volume ... o	Not Charged	0200101319362	0
* PR13 .E4 V.43 1990	Essays and studies : being volume ... o	Not Charged	0200101319354	0

* = This is the item's temporary location

04/11/2007

Suppressed records? NN

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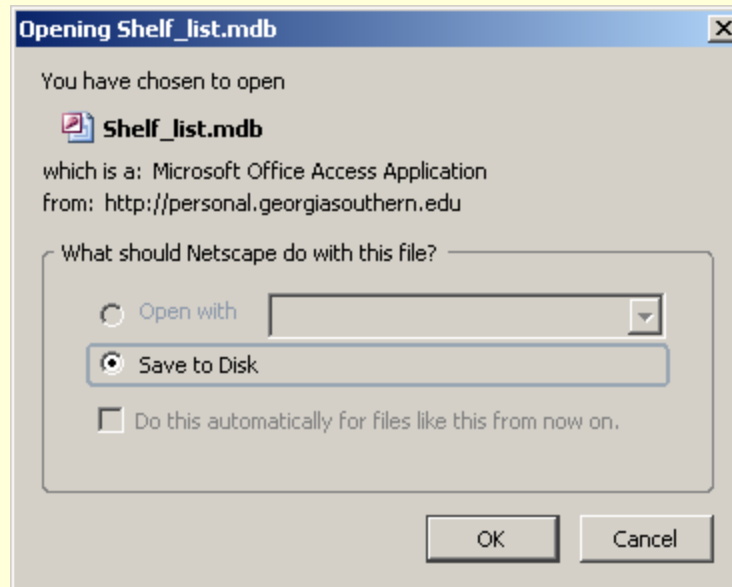
Example of “Bound With” Items

One item with one MFHD but multiple bibs

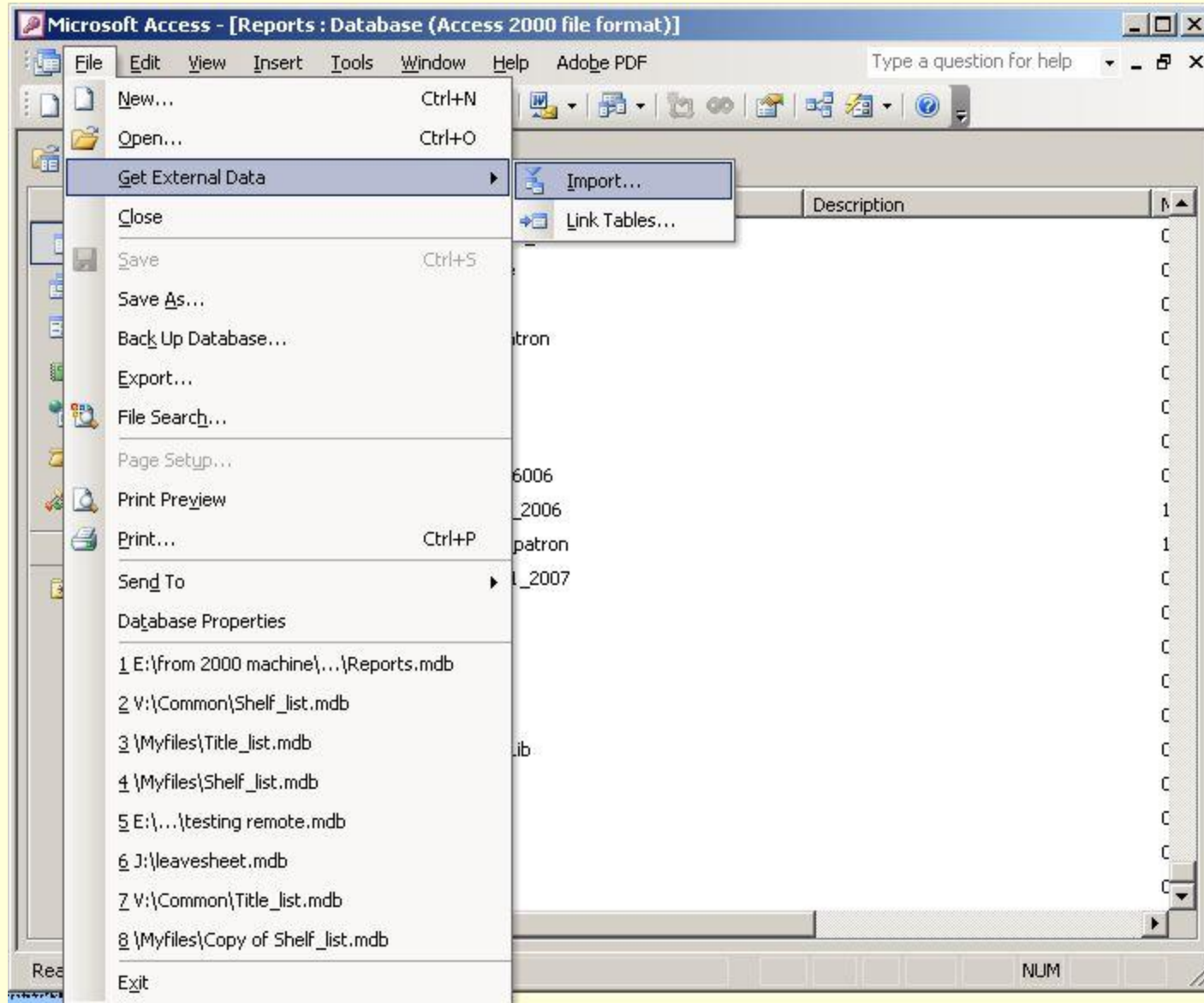
CALL NO	TITLE	BARCODE	HISTORICAL CHARGES
PR1227 .R575 1973	Young British poets.	Not Charged	0200000763504 0
PR1243 .I4 V.10	Tamerlane : a tragedy in five acts / by	Not Charged	0200100272778 0
PR1243 .I4 V.10	Fair penitent : a tragedy in five acts / by	Not Charged	0200100272778 0
PR1243 .I4 V.10	Jane Shore : a tragedy in five acts / by	Not Charged	0200100272778 0
PR1243 .I4 V.10	Lady Jane Grey : a tragedy in five acts	Not Charged	0200100272778 0
PR1243 .I4 V.10	Siege of Damascus : a tragedy in five a	Not Charged	0200100272778 0
PR1243 .I4 V.11	Busy body : a comedy in five acts / by	Not Charged	0200100272760 0
PR1243 .I4 V.11	Wonder : a woman keeps a secret ; a c	Not Charged	0200100272760 0
PR1243 .I4 V.11	Bold stroke for a wife : a comedy in five	Not Charged	0200100272760 0
PR1243 .I4 V.11	George Barnwell : a tragedy in five acts	Not Charged	0200100272760 0
PR1243 .I4 V.11	Fatal curiosity : a tragedy in three acts /	Not Charged	0200100272760 0
PR1243 .I4 V.13	Mahomet, the imposter : a tragedy in fiv	Not Charged	0200100272745 0
PR1243 .I4 V.13	Suspicious husband : a comedy in five	Not Charged	0200100272745 0
PR1243 .I4 V.13	Love for love : a comedy in five acts / b	Not Charged	0200100272745 0
PR1243 .I4 V.13	Mourning bride : a tragedy in five acts /	Not Charged	0200100272745 0
PR1243 .I4 V.13	Tancred and Sigismunda : a tragedy in	Not Charged	0200100272745 0
PR1243 .I4 V.15	Barbarossa : a tragedy in five acts / by	Not Charged	0200100272729 1
PR1243 .I4 V.15	Way to keep him : a comedy in five act	Not Charged	0200100272729 1
PR1243 .I4 V.15	All in the wrong; a comedy, in five acts;	Not Charged	0200100272729 1
PR1243 .I4 V.15	Grecian daughter : a tragedy in five act	Not Charged	0200100272729 1

Installation

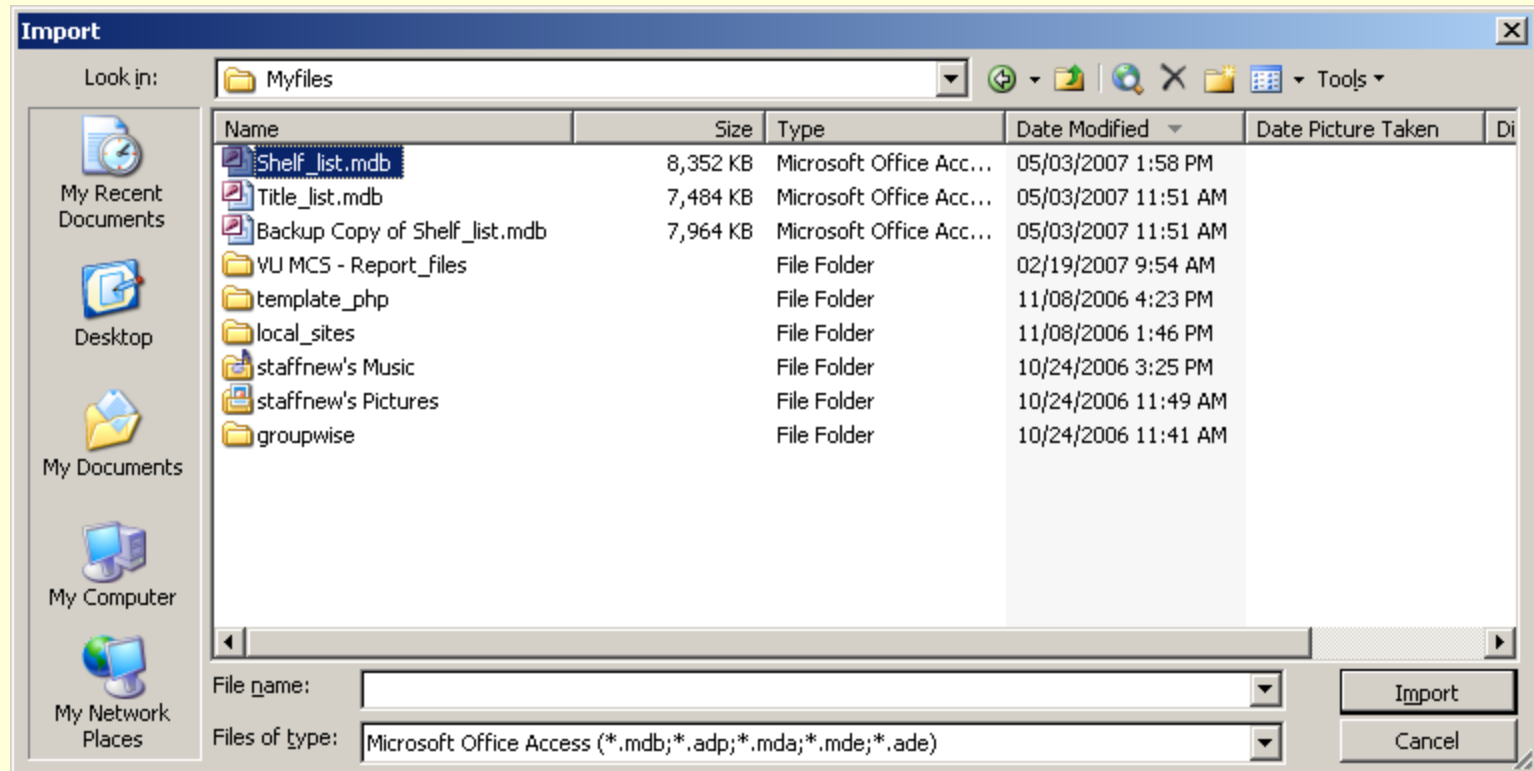
http://personal.georgiasouthern.edu/~dlowder/Shelf_list.mdb



Open your reports.mdb database.

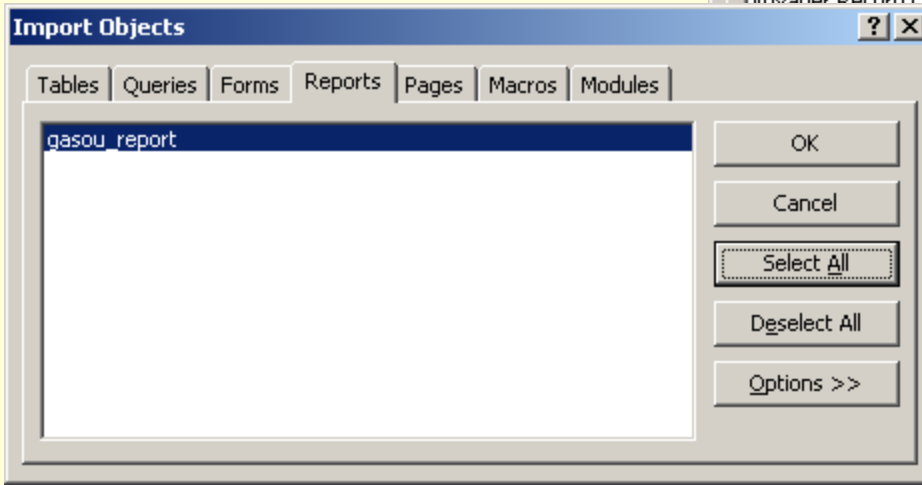
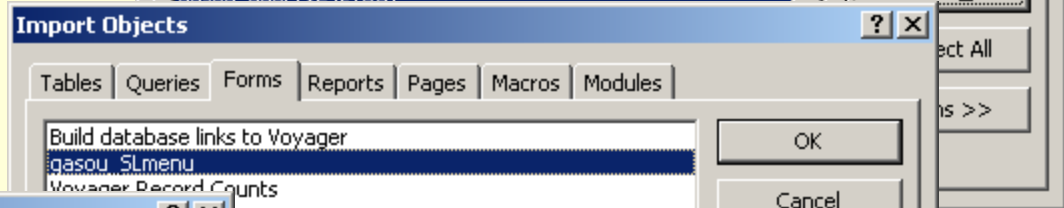
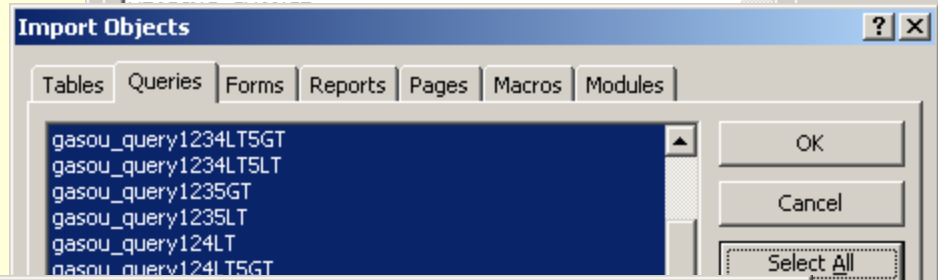
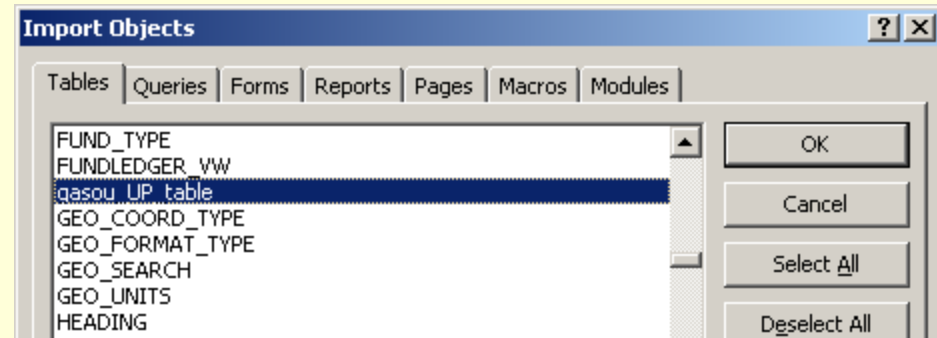


Find where you downloaded the Shelf_list.mdb and select it.

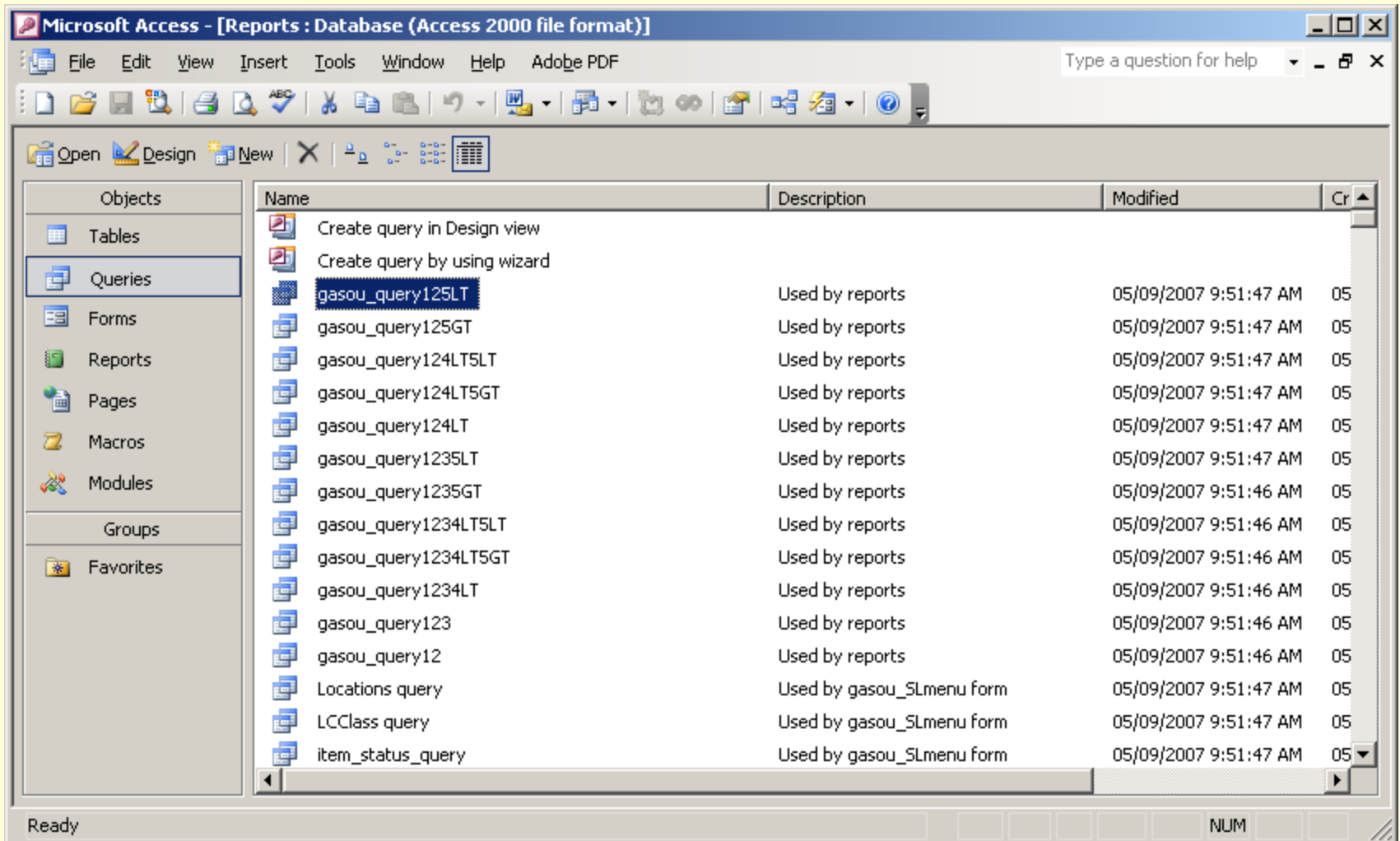


Select the items to import.

- Select only the “gasou_UP_table” table
- Select all of the queries
- Select only the “gasou_SLmenu” form
- Select the one report
- Then click “OK”



The objects should all appear in your reports.mdb

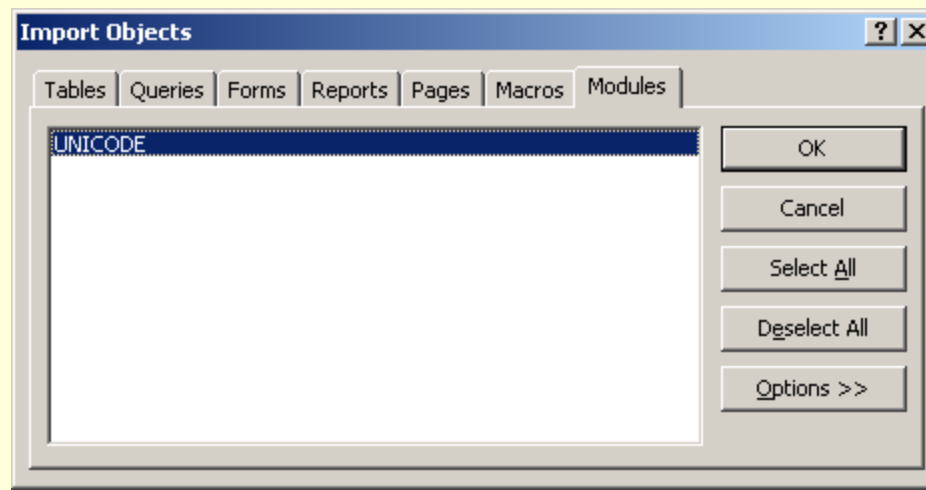


The screenshot shows the Microsoft Access interface for a database named 'Reports : Database (Access 2000 file format)'. The 'Queries' object category is selected in the left-hand pane. The main window displays a list of queries with the following columns: Name, Description, Modified, and Cr.

Name	Description	Modified	Cr
Create query in Design view			
Create query by using wizard			
gasou_query125LT	Used by reports	05/09/2007 9:51:47 AM	05
gasou_query125GT	Used by reports	05/09/2007 9:51:47 AM	05
gasou_query124LT5LT	Used by reports	05/09/2007 9:51:47 AM	05
gasou_query124LT5GT	Used by reports	05/09/2007 9:51:47 AM	05
gasou_query124LT	Used by reports	05/09/2007 9:51:47 AM	05
gasou_query1235LT	Used by reports	05/09/2007 9:51:47 AM	05
gasou_query1235GT	Used by reports	05/09/2007 9:51:46 AM	05
gasou_query1234LT5LT	Used by reports	05/09/2007 9:51:46 AM	05
gasou_query1234LT5GT	Used by reports	05/09/2007 9:51:46 AM	05
gasou_query1234LT	Used by reports	05/09/2007 9:51:46 AM	05
gasou_query123	Used by reports	05/09/2007 9:51:46 AM	05
gasou_query12	Used by reports	05/09/2007 9:51:46 AM	05
Locations query	Used by gasou_SLmenu form	05/09/2007 9:51:47 AM	05
LCClass query	Used by gasou_SLmenu form	05/09/2007 9:51:47 AM	05
item_status_query	Used by gasou_SLmenu form	05/09/2007 9:51:47 AM	05

Details to consider

- You can modify the report if you wish.
- I've included the author field in the queries in case you want to add that to the reports.
- You should have the Unicode module already in your reports.mdb but I have included it in case you need to import it.
- The Unicode module is used for proper display of Unicode characters in the Title or Author fields.



You can also use this with non-LC call numbers.

Microsoft Access - [gasou_SLmenu : Form]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Type a question for help

Tahoma 9 B I U

Reports for Shelf Reading/Weeding

1. Pick the location that you want to select records FROM.

Location

2. Pick the starting LC Class and then the ending class if any.

LC Class Through (optional)

3. Pick the desired Item Status or leave blank to get all items. (Optional)

Item Status Type

4. Choose an option and enter the number of historical charges. (Optional)

Historical Charges Less than or equal
 Greater than or equal

5. Choose an option and enter a publication year. (Optional)

Published on or before
 Published on or after
 Don't care

Click here to Generate Report

Username	Password
ro_XXXXXXXX	ro_YYYYYYYYYY

Record: 1 of 1

Form View

NUM

Non-LC call numbers

- Must use “through” call number even if it is the same
- Case sensitive

Microsoft Access - [Shelf_list report1]

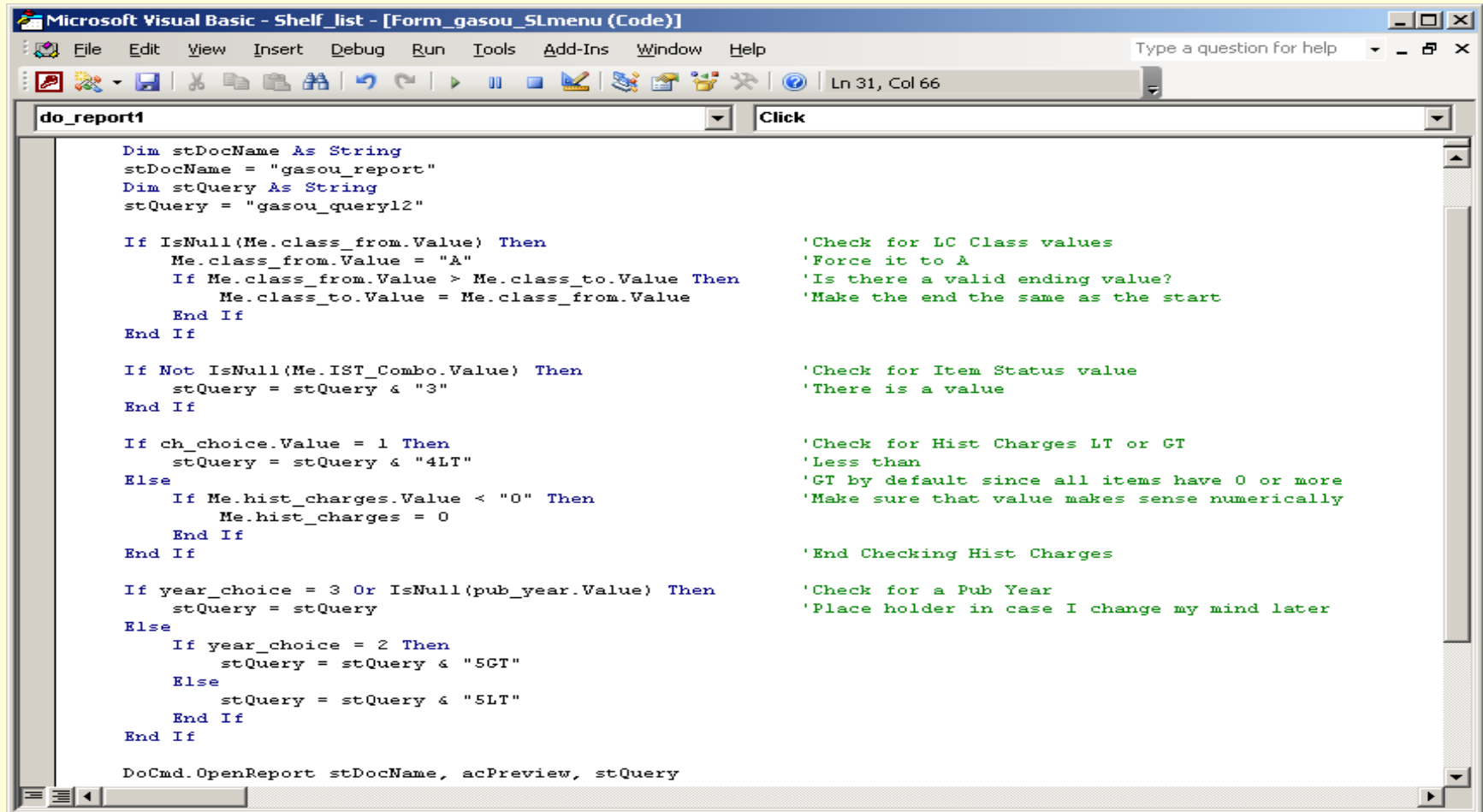
File Edit View Tools Window Help Adobe PDF Type a question for help

75% Close Setup

Shelflist NAS through NAS GVUSDOC
Government Documents (Bldg. 805, M-F 8 AM-6 PM)

CALL NO	TITLE	BAR CODE	HISTORICAL CHARGES
NAS 1.2:AM 3/2004	America's spaceport: John F. Kennedy	0200110142821	0
NAS 1.2:B 52/6	Bioreactor expands health research: N	0200110009848	0
NAS 1.2:C 72/V.1 - v.1	Columbia Accident Investigation Board	0200110123409	0
NAS 1.2:EL 2/4	Electrostatic levitator / Microgravity Res	0200110010705	0
NAS 1.2:F 64/3	Final report of the return to flight task gr	0200110190424	0
NAS 1.2:G 51.5	NASA glovebox program / Microgravity	0200110009954	0

There is some Visual Basic used to select which query to run but you don't need to know that. Basically the name of the query comes from which criteria are selected.



```
Microsoft Visual Basic - Shelf_list - [Form_gasou_Slmenu (Code)]
File Edit View Insert Debug Run Tools Add-Ins Window Help
Type a question for help
Ln 31, Col 66
do_report1 Click
Dim stDocName As String
stDocName = "gasou_report"
Dim stQuery As String
stQuery = "gasou_query12"

If IsNull(Me.class_from.Value) Then
    Me.class_from.Value = "A"
    If Me.class_from.Value > Me.class_to.Value Then
        Me.class_to.Value = Me.class_from.Value
    End If
End If

If Not IsNull(Me.IST_Combo.Value) Then
    stQuery = stQuery & "3"
End If

If ch_choice.Value = 1 Then
    stQuery = stQuery & "4LT"
Else
    If Me.hist_charges.Value < "0" Then
        Me.hist_charges = 0
    End If
End If

If year_choice = 3 Or IsNull(Me.pub_year.Value) Then
    stQuery = stQuery
Else
    If year_choice = 2 Then
        stQuery = stQuery & "5GT"
    Else
        stQuery = stQuery & "5LT"
    End If
End If

DoCmd.OpenReport stDocName, acPreview, stQuery
```

Questions?