

Cloud-based Material Selection

Streamlining Researcher's Input on Bibliographic Acquisitions

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Challenge, reason for creating:

- The CU Department of Asian Languages and Civilization expanded its program to include Korean Studies.
- Not being able to understand Korean created a challenge for how Korean materials were going to be selected.
- Needed a system to quickly let faculty get the books they needed without constantly asking for help.
- Brainstormed with Korean Studies faculty – decided to move vendor supplied monograph lists to Google Sheets, faculty would then pick which books they wanted.
- Led to far less email back and forth. And could process requests quickly
- Was so successful that it was implemented for Japanese Studies faculty as well.
- Moved various reports to Google Sheets:
 - Saved lists of what faculty orders
 - Monthly reports of new arrivals

Workflow

- Need to prep spreadsheets from vendor, run an excel macro to rearrange data automatically.
- The data columns on the spreadsheet are a balance of being easier to read for faculty picking books and what Acquisitions needs to process orders.
- Books are sorted by vendor provided categories. Let's faculty focus on topics they are most interested in.
- "date received by vendor column" is for me (the librarian) to make sure I've added all vendor lists emailed to me. The date matches the date the email was received.
- After selections are made, results are filtered to remove books with no requests.
 - 1 rank = rush order
 - 2 rank = order right away
 - 3 rank = wait until end of year if there are funds
 - 4 rank = like 3, but receives lowest priority

How to set up a Google Sheet

Each name links to a Google Form where a faculty member can ask for any kind of item. The link prefills their name into the form.

Anything not wanted goes here (just in case).
Materials asked for are transferred here.
Only this sheet can be edited by requesters.

	Date Provided by Panmun:	Category by Panmun:	ISBN #	OCLC #	Author (R)	Author (V)	Title (R)	Title (V)	Series	Publisher (R)	Publisher (V)	Pub Date	Price	Note
5	2019-02-19	건강	9788996		Pak, Yong-sun	박영순	Uri ka mollatton	우리가 몰랐던 식이요법의 놀라운 비밀	음식이 가진 Chungang Saeng	중앙생활사		2019	₩15,000	
6	2019-02-19	건강	9788996		Hwang, In-fae	황인태	Sikkaek esô mar	식각에서 만나는 건강 음식, 한의사 황인태의 한 예문	시류			2019	₩15,000	
7	2019-02-19	건강	9791156		Chông, Tu-jin	정두진	Ch'imae yebang	차의 예방 및 1, 손은 제2의 뇌 두뇌 활동서	Haengbok Enji	행복엔지		2019	₩20,000	
8	2019-02-19	교육학	9791156		AKI Pore	이키포레	Sach'il kwa kôre	사찰의 건축 이야기	AKI Pore	이키포레		2019	₩60,000	
9	2019-02-19	경영관리	9791156		Kim, Tae-wan	김태완	Pik ha'it'ô kyôngyû	빅하이팅 경영학	Pagyôngsa	박영사		2019	₩25,000	
10	2019-02-19	경영관리	9791156		Kim, Kyông-jin	김경진	Sâlsô, kôman h	서비스, 그만하러갑니다	Pungnaep	풍납		2019	₩14,000	
11	2019-02-19	경영관리	9791156		Chông, Chin-sôp	정진섭	Paradigm Shift	Paradigm Shift를 위한 4차 산업혁명 시대의 경영사	Pagyôngsa	박영사		2019	₩23,000	
12	2019-02-19	경영관리	9791156		Kim, Yang-min	김양민	Purhwakall ôl'ig	북학살을 이기는 전략: 섹스메이징	Pagyôngsa	박영사		2019	₩18,000	
13	2019-02-19	경영관리	9791156		Han'guk Pôreil	한국보러인학회	Pôreil kyôngyôn	보러인경영 비즈뉴스 특별	Letch'ô Puk	레츠북		2019	₩20,000	
14	2019-02-19	경영관리	9788954		Hwang, Chae-yô	황재영	Lidôlp kwa p'ali	리더십과 팔로워십: 사례와 자기전담 [개정판]	Ch'ôngmok Ch'ul	창록출판사		2019	₩18,000	
15	2019-02-19	경제학	9791156		Im, Pong-uk	임봉욱	Yeje wa hamkke	예제와 함께하는 시사경제학	Pagyôngsa	박영사		2019	₩39,000	
16	2019-02-19	경제학	9788934		Ch'oe, Nak-kyun	최낙균	Tjê'ôl hyôksin ôl	다지릴 혁신의 국제비교와 시사: Yôn'gu pogo	Taeoe Kyôngje C	태오경제경영연구소		2018	₩10,000	
17	2019-02-19	경제학	9791188		KBS Myônggyôn	KBS명경연리제	Myônggyôn malli	명경연리: 불평등, 병리, 금융, 지역 관	Imp'ôluneyôl	인물출판		2018	₩15,800	
18	2019-02-19	경제학	9788964		Hô, Tong-hun	허중훈	Inch'ôn kyôngje	C 인천 경제자유구역을 말한다	Tain A'G	대인출판		2019	₩12,000	
19	2019-02-19	경제학	9791156		Kim, Chun-yông	김준영	Han'guk kyôngje	한국경제, 대한경제, 대한경제의 기회: 불평등을 넘어 지속적인 성장	Maeg'ông Ch'ul	매경출판		2019	₩16,000	
20	2019-02-19	공예, 장식미술	9788944		Kim, Kyông-min	김경민	Hanbok inhyông	한복 인형틀 만들기: 파올라리아나, 베이비틀, 불라치	Mijinsa	미술사		2019	₩19,000	
21	2019-02-19	공학, 공업일반	9791156		Sô, Chu-wôn	서주원	Enjôl ch'ôlgam	엔지올칼기출판	Yôlsôm	열섬		2019	₩40,000	
22	2019-02-19	교육학	9791156		Yu, Pang-nan	류방남	Che 4-ch'a sanjô	제4차 산업혁명 시대의 교육: 학교 Yôn'gu pogo	RF Han'guk Kyoyuk	한국교육개발원		2018	₩21,000	
23	2019-02-19	교육학	9791156		Kim, Mi-suk	김미숙	OECD ESP sahc	OECD ESP 사회정책방향 중반조: Yôn'gu pogo	RF Han'guk Kyoyuk	한국교육개발원		2018	₩15,000	
24	2019-02-19	교육학	9791156		Yi, Sang-ôn	이상온	OECD kyoyuk 2C	OECD 교육 2030 참여 연구: 역량 Yôn'gu pogo	RF Han'guk Kyoyuk	한국교육개발원		2018	₩20,000	
25	2019-02-19	교육학	9791156		Yi, Tong-yôp	이통엽	Kyowôn mit kyôjô	교원 및 교육환경 국제비교 연구: Kisuul pogo	TR 2 Han'guk Kyoyuk	한국교육개발원		2018	₩15,000	
26	2019-02-19	교육학	9791156		An, Hae-jông	안학정	Chisok kanûng k	지속가능개발목표(SDGs) 달성을 위한 Yôn'gu pogo	RF Han'guk Kyoyuk	한국교육개발원		2018	₩30,000	
27	2019-02-19	교육학	9791156		Ch'oe, Sang-dôk	최상득	Sôngin haksûp	성인학습자의 대학평생교육 수요: Yôn'gu pogo	RF Han'guk Kyoyuk	한국교육개발원		2018	₩25,000	
28	2019-02-19	교육학	9791156		Sô, Yông-in	서영인	Taeahak pyôngsa	대학평생교육 재정지출사업 진단 Yôn'gu pogo	RF Han'guk Kyoyuk	한국교육개발원		2018	₩15,000	
29	2019-02-19	교육학	9791156		Kim, Mi-ran	김미란	Taeahak kyoyuk h	대학교육 혁신을 위한 정책 진단과 Yôn'gu pogo	RF Han'guk Kyoyuk	한국교육개발원		2018	₩20,000	
30	2019-02-19	교육학	9791156		Pak, Sông-ch'ôl	박성철	Mirae kyoyuk hw	미래 교육환경에 대응하는 교육사: Yôn'gu pogo	RF Han'guk Kyoyuk	한국교육개발원		2018	₩20,000	
31	2019-02-19	교육학	9791156		Yi, Sang-min	이상민	Kyoyuk hwan'gyû	교육환경 개선을 위한 학교시설 편 Yôn'gu pogo	RF Han'guk Kyoyuk	한국교육개발원		2018	₩25,000	
32	2019-02-19	교육학	9791156		Chông, Kwang-h	정광희	Chungdûng kyoy	중등교육 온라인 개방형 교육체계 Yôn'gu pogo	RF Han'guk Kyoyuk	한국교육개발원		2018	₩25,000	
33	2019-02-19	교육학	9791156		Hô, Ün-jông	허은정	Kyosa chudo hai	교사 주도 학교교육 혁신 연구 Yôn'gu pogo	RF Han'guk Kyoyuk	한국교육개발원		2018	₩15,000	
34	2019-02-19	교육학	9791156		Yang, Hôl-jun	양희준	Haksang su kar	학생 수 감소에 따른 농촌교육 질타 Yôn'gu pogo	RF Han'guk Kyoyuk	한국교육개발원		2018	₩30,000	

Essential features:

- Use data protection to keep users from accidentally altering others' choices or deleting bibliographic data.
- Use data validation to keep responses consistent.
- You could use the notifications' feature in Google Sheets to email you when someone is actively using the sheet.

Conclusions / Challenges:

- Most helpful if you manage collections in a language you don't speak.
- Have not had unmanageable amounts of requests or problems staying within budget.
- Even with 2000 books, faculty seem to browse the document quickly: within 20 minutes.
- Some faculty don't / won't use it. Still manage their requests through emails and other forms.
- Not had enough time to explore why faculty members don't want to use it. Likely factors are: personal preference, think the librarian should pick all materials, comfort with web-based cloud software, lack of time.
- Faculty may not understand personal vs. professional Chrome profiles. Add their personal emails if they tend to access the spreadsheet through that account.
- Make vernacular script title column wider/longer

Future / Other Uses / Other ideas:

- Monthly reports for newly arrived materials.
- This used to be incorporated into the sheet on the left, but it's difficult to separate materials about Korea and Japan. Japanese & Korean Studies faculty receive a separate spreadsheet with new arrivals.
- Accessibility? Larger fonts for atypical vision? Compatibility with screen reader?