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 ordered
  • Monthly reports of new arrivals
  • Led to far less email back and forth. And could process requests quickly

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 data 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.

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:
• Faculty may not understand personal vs. professional Chrome profiles. Add their personal email if they tend to access the spreadsheet through that account.
• Make vernacular script title columns wider/longer
• 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 email 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.
• 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?