



STREAMLINING USER SELECTION FROM VENDOR'S BOOK LISTS WITH EXCEL'S POWER QUERY

A Human-Centered Approach
to Partial Automation

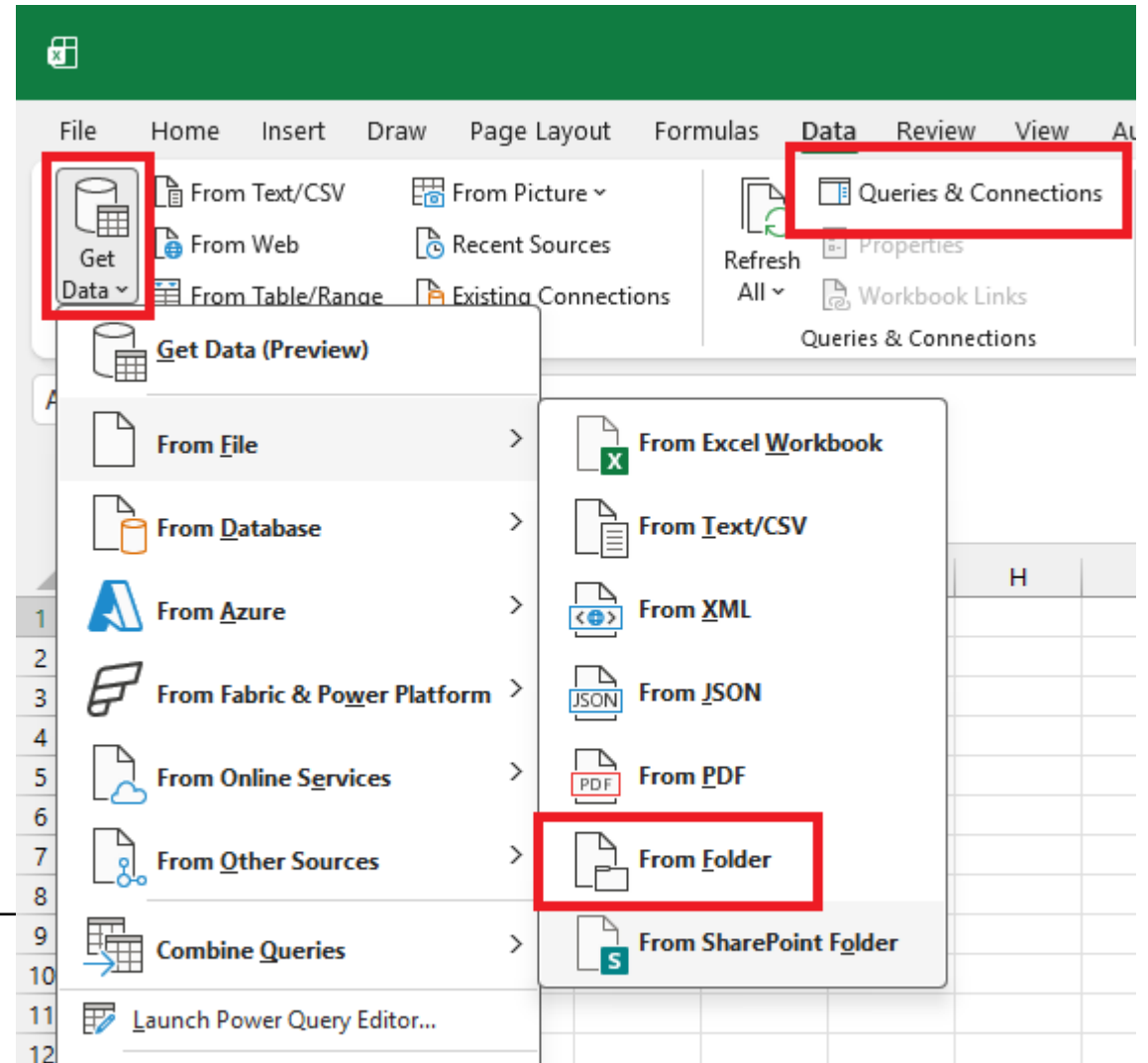
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WHAT IS POWER QUERY?

- A tool in Excel that moves data from a variety of sources across spreadsheets.
- Combine multiple sources into one source.
- Sources like vendor book lists.












VENDOR SPREADSHEET FILES

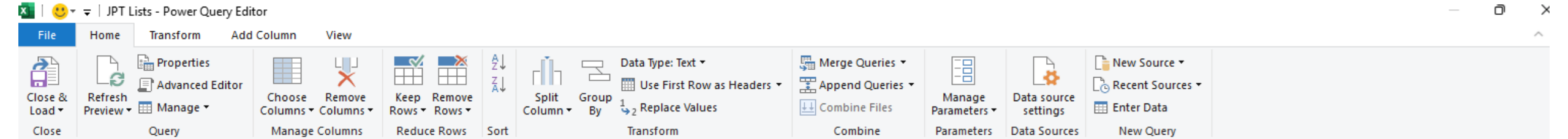
Japan Vendor

| Name |
|--|
|  JPTBookNews_Vol267_25NOV_R |
|  JPTBookNews_Vol268_25DEC_R |
|  JPTBookNews_Vol269_26JAN |

Korean Vendor

| Name |
|--|
|  PANMUN_New book list_01-02(2026) |
|  PANMUN_New book list_01-03(2026) |
|  PANMUN_New book list_01-04(2026) |
|  PANMUN_New book list_01-05(2026) |
|  PANMUN_New book list_02-01(2026) |
|  PANMUN_New book list_02-02(2026) |
|  PANMUN_New book list_02-03(2026) |
|  PANMUN_New book list_12-02(2025) |
|  PANMUN_New book list_12-03(2025) |

With a Power Query for each folder, data from multiple Excel files can be combined into one table in a new Excel file.



- Queries [3]
- JPT Lists
- Panmun Lists
- Append1

fx = Table.SelectRows(#"Changed Type", each [Local Currency] >= 2000)

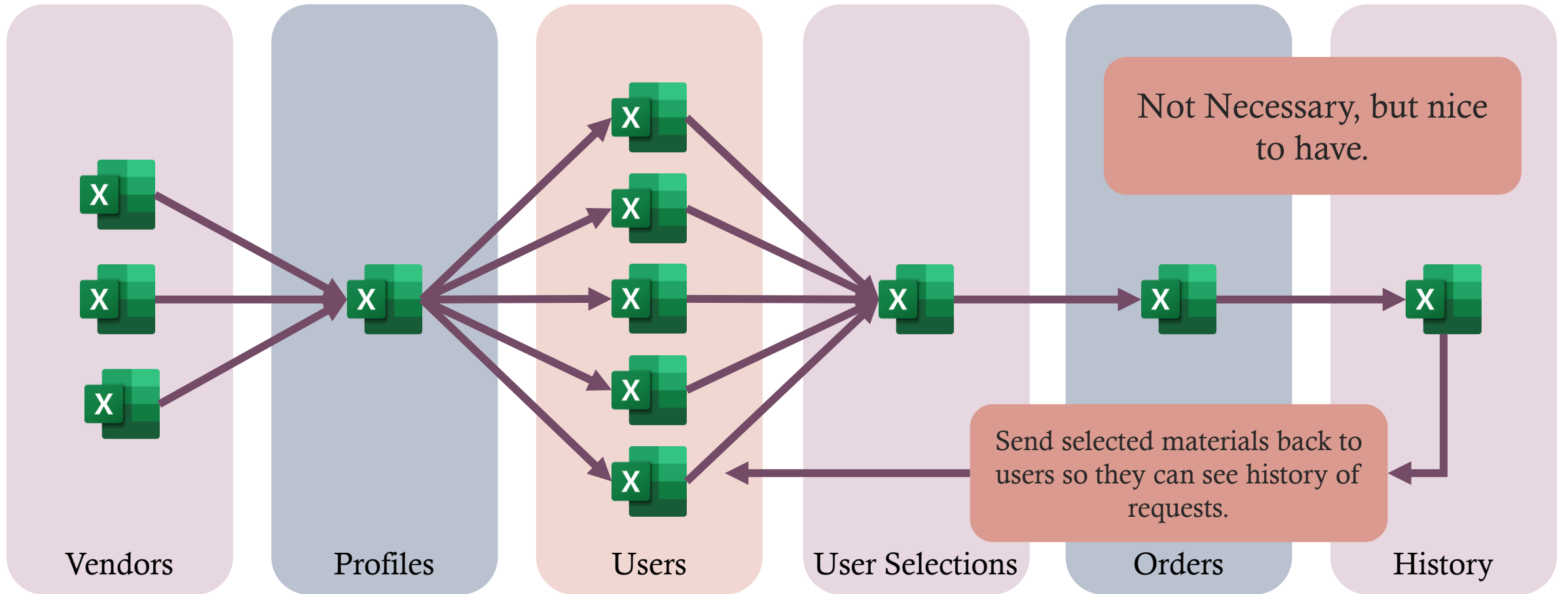
| ABC 123 | Purchase (type y) | ABC 123 | Vendor | ABC | Received | ABC | Vendor Category | ABC 123 | Format | ABC 123 | ISBN13 | ABC 123 | Language |
|---------|-------------------|---------|--------|---------|----------|-----|-----------------|---------|--------|---------|---------------|---------|----------|
| 1 | | | JPT | 2025-11 | | | 文学 | | | | 00617130 | | Japanese |
| 2 | | | JPT | 2025-11 | | | 文学 | | | | 00617185 | | Japanese |
| | | | JPT | 2025-11 | | | 文学 | | | | 00617307 | | Japanese |
| | | | JPT | 2025-11 | | | 哲学,宗教 | | | | 00617314 | | Japanese |
| | | | JPT | 2025-11 | | | 総記 | | | | 00617338 | | Japanese |
| | | | JPT | 2025-11 | | | 社会科学 | | | | 00617376 | | Japanese |
| | | | JPT | 2025-11 | | | 社会科学 | | | | 23324510 | | Japanese |
| | | | JPT | 2025-11 | | | 社会科学 | | | | 47037267 | | Japanese |
| | | | JPT | 2025-11 | | | 文学 | | | | 65395714 | | Japanese |
| | | | JPT | 2025-11 | | | 産業 | | | | 96824931 | | Japanese |
| | | | JPT | 2025-11 | | | 歴史,地理 | | | | 20059674 | | Japanese |
| | | | JPT | 2025-11 | | | 歴史,地理 | | | | 21101648 | | Japanese |
| | | | JPT | 2025-11 | | | 社会科学 | | | | 30362993 | | Japanese |
| | | | JPT | 2025-11 | | | 技術,工学,家政学 | | | | 30611466 | | Japanese |
| | | | JPT | 2025-11 | | | 芸術,スポーツ,娯楽 | | | | | | |
| | | | JPT | 2025-11 | | | 言語 | | | | | | |
| | | | JPT | 2025-11 | | | 芸術,スポーツ,娯楽 | | | | | | |
| | | | JPT | 2025-11 | | | 総記 | | | | | | |
| | | | JPT | 2025-11 | | | 自然科学,医学 | | | | | | |
| | | | JPT | 2025-11 | | | 総記 | | | | | | |
| | | | JPT | 2025-11 | | | 歴史,地理 | | | | | | |
| | | | JPT | 2025-11 | | | 文学 | | | | | | |
| | | | JPT | 2025-11 | | | 歴史,地理 | | | | 09229805 | | Japanese |
| | | | JPT | 2025-11 | | | 芸術,スポーツ,娯楽 | | | | 09923017 | | Japanese |
| | | | JPT | 2025-11 | | | 社会科学 | | | | 26654512 | | Japanese |
| | | | JPT | 2025-11 | | | 社会科学 | | 最新刊 | | 9784344044890 | | Japanese |
| | | | JPT | 2025-11 | | | 歴史,地理 | | 最新刊 | | 9784380250026 | | Japanese |
| | | | JPT | 2025-11 | | | 総記 | | 最新刊 | | 9784385361017 | | Japanese |
| | | | JPT | 2025-11 | | | 歴史,地理 | | 最新刊 | | 9784389501617 | | Japanese |
| | | | JPT | 2025-11 | | | 哲学,宗教 | | 最新刊 | | 9784393134603 | | Japanese |
| | | | JPT | 2025-11 | | | 社会科学 | | 最新刊 | | 9784393134733 | | Japanese |
| | | | JPT | 2025-11 | | | 芸術,スポーツ,娯楽 | | 最新刊 | | 9784393055446 | | Japanese |

Power Query looks almost like a spreadsheet. Here, you manipulate and clean the data up before you bring it from the source to your knew file. The data will appear in a new table.

Query Settings

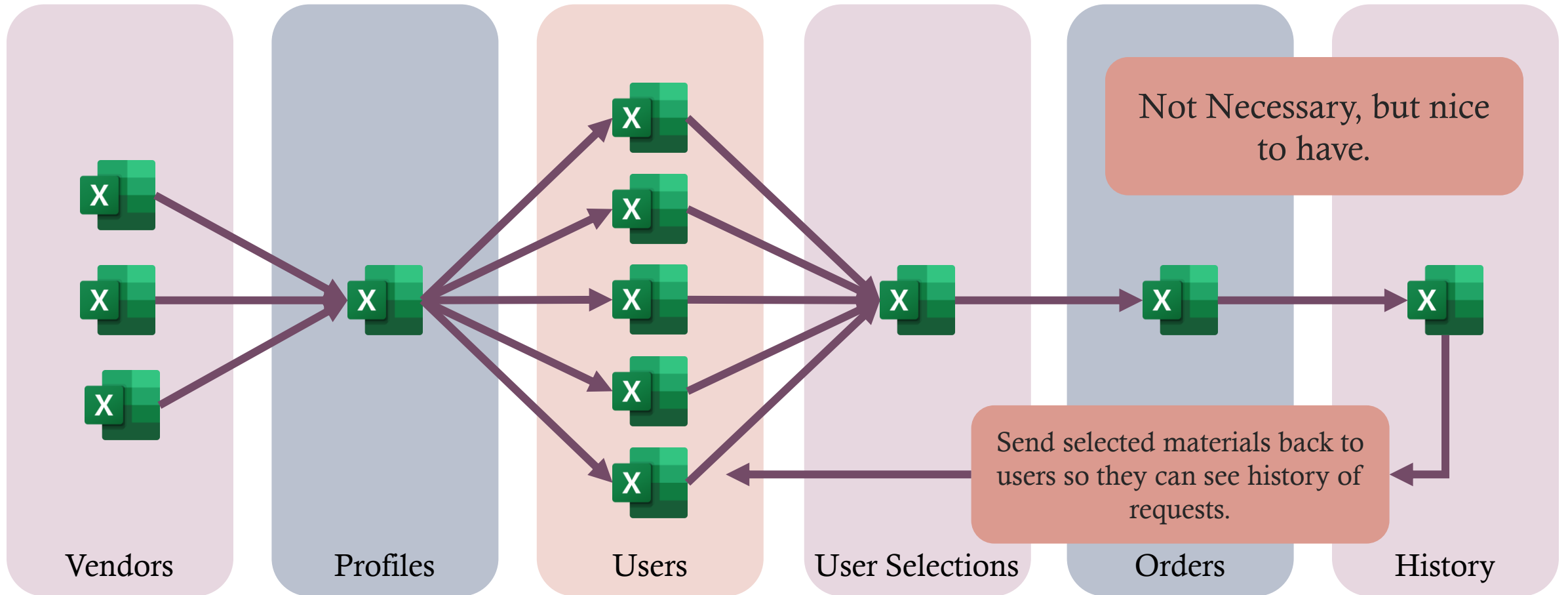
- PROPERTIES
 - Name: JPT Lists
- APPLIED STEPS
 - Source
 - Pull Workbooks
 - Sheets in Workbooks
 - Filtered Sheets
 - Expanded Data
 - Filter Junk Sheets
 - Filtered Empty Rows
 - Removed Metadata Columns
 - Filtered Old Headers
 - Renamed to Received
 - Split Column by Delimiter
 - Removed Split Received
 - Replaced) in Received
 - Replaced . in Received
 - Changed PubDate to Text
 - Replaced . in PubDate
 - Split Column by Delimiter1
 - Split Column by Delimiter2
 - Removed Split Category
 - Added Purchase
 - Added Vendor Column
 - Added Language
 - Added Your Currency
 - Added Currency Code
 - Reordered Columns
 - Changed Type
 - Filtered Rows

1 TRANSFER OF DATA = 1 POWER QUERY



I work with 3 Vendors. I use 7 power queries. I have 15 users. Each user also has their own Power Query.

1 TRANSFER OF DATA = 1 POWER QUERY



I work with 3 Vendors. I use 7 power queries. I have 15 users. Each user also has their own Power Query.

NORMALIZE VENDOR DATA

Key Vendor Data

| | |
|-----------------|---|
| Vendor Name | |
| Date Received | |
| Vendor Category | u |
| Format | u |
| ISBN13 | |
| Language | |

Key Bibliographic Data

| | |
|----------------|---|
| Title (R) | |
| Title (N) | u |
| Date (Western) | u |
| Date (N) | |
| Author (R) | |
| Author (N) | u |

Other Bibliographic Data

| | |
|------------------|---|
| Series Title (R) | |
| Series Title (N) | u |
| Publisher (R) | |
| Publisher (N) | u |

Price Data

| |
|---------------------------------------|
| Your Currency (usd or cad) |
| Currency Code (cny, jpy, krw, etc) |
| Local Currency |

Only get the data you need for acquisitions to order materials. If you want to track purchases, what other data do you want?

R=Romanized, N=Native Script. u=data users will see

RESULT: COMBINED VENDOR BOOK LIST

| Vendor | Received | Vendor Category | Format | ISBN13 | Language | Title (N) | PubDate (R) | Author (R) | Author (N) |
|--------|------------|-------------------|--------|---------------|----------|------------------------------------|-------------|----------------------------|------------|
| Panmun | 12-03-2025 | History of Korea | | 9791174170859 | Korean | 박만정 해서암행일기 | 2025 | Pak, Man-jöng | 박만정著 |
| Panmun | 12-03-2025 | History of Korea | | 9791174170866 | Korean | 조선인물호보 | 2025 | Yi, Hön-gu | 이헌구著 |
| Panmun | 12-03-2025 | History of Korea | | 9791174170873 | Korean | 이향건문록 (전3권) | 2025 | Yu, Chae-gön | 유재건著 |
| Panmun | 02-01-2026 | Political Science | | 9788957323625 | Korean | 시간을 품은 문화도시 성북 : 현장 행정이 도시를 바꾼 기록 | 2026 | Yi, Süng-no | 이승로著 |
| Panmun | 02-01-2026 | Political Science | | 9791168731721 | Korean | 공통된 것 없는 공동체 : 한국민주주의의 불가능성에 관하여 | 2026 | Pak Yi, Tac-süng | 박이대승著 |
| JPT | 2025-11 | 文学 | 最新刊 | 9784872598506 | Japanese | ごく短い小説の研究 : 近現代日本掌編文学論 | 2025-11 | Saito, Masao | 斎藤理生 |
| JPT | 2025-11 | 文学 | 最新刊 | 9784907623777 | Japanese | 在日朝鮮人作家金鶴泳の文学と思想 | 2025-2 | Sawabe, Kiyoshi | 沢部清 |
| JPT | 2025-11 | 文学 | 最新刊 | 9784909281685 | Japanese | 近現代アイヌ文学史論 : アイヌ民族による日本語文学の軌跡〈現代編〉 | 2025-9 | Suda, Shigeru | 須田茂 |
| JPT | 2025-11 | 歴史,地理 | 最新刊 | 9784908672866 | Japanese | 土と石の記憶 : 济州島四・三事件と人びとの日常生活史 | 2025-12 | Takamura, Ryuhei | 高村竜平 |
| JPT | 2025-11 | 歴史,地理 | 全集 | 9784866914251 | Japanese | 青い海 復刻版 (第7回配本全13冊) | 2025-11 | Takaesu, Yoshihiro kanshu. | 高江洲義寛 監修 |

1) Different vendors are now together. 2) Vendor Category will let me create user profiles. 3) Format is blank for Panmun because this is not data they provide.

CREATE USER PROFILES

Ex 1: Japanese Literature

Multiple Faculty Study
Japanese Literature.

3 Users for
this Profile

Make a Sheet for all 文学
(bungaku) from JPT.

Create Sheet with FILTER
formula:

```
=FILTER(Selections,Selections  
[Vendor Category]="文学")
```

Ex 2: Korean Studies Faculty

Each Faculty Member for
Korean gets their own Profile.

Make a Sheet with only the
categories Faculty member
wants.

Fiction, History of Korea, Literary
Theory, Literature, Poetry, Motion
Pictures, Feminism

Why?

Korean vendor has many more
categories that Japanese vendor

Create Sheet with FILTER
formula:

```
=FILTER(Selections,(ISNUMBER(MA  
TCH(Selections[Vendor Category],  
'Panmun Categories'!J:J, 0))))
```

I asked AI to write this formula
for me.

USER PROFILE FOR JAPANESE LITERATURE

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U |
|----|------------|--------|----------|-----------|--------|----------|----------|------------------------|------------------|------------|------------------|-------------|--------------|------------------|----------------|-------------|------------|------------|----------------|------|---|
| 1 | Purchase (| Vendor | Received | Vendor Ca | Format | ISBN13 | Language | Translated Title (R/E) | Title (N) | PubDate (F | Author (R/ | Author (N) | Series Title | Series Title | Publisher (| Publisher (| Your Curre | Currency C | Local Currency | | |
| 2 | | JPT | 2025-11 | 文学 | 最新刊 | 97840006 | Japanese | | Ibaragi No 茨木のり | 2025-9 | Miyazaki, (宮崎治 | | | | Iwanami S 岩波書店 | | 54.366 | jpy | | 8200 | |
| 3 | | JPT | 2025-11 | 文学 | 最新刊 | 97840006 | Japanese | | Kirameku 煌めくホ | 2025-10 | On, Yuju 温又柔 | | | | Iwanami S 岩波書店 | | 14.586 | jpy | | 2200 | |
| 4 | | JPT | 2025-11 | 文学 | 最新刊 | 97840006 | Japanese | | Hon o tsuk 本を作る | 2025-11 | Kimu, Sunk 金承福 | | | | Iwanami S 岩波書店 | | 14.586 | jpy | | 2200 | |
| 5 | | JPT | 2025-11 | 文学 | 最新刊 | 97840653 | Japanese | | Muimi nan 無意味な | 2025-5 | Arai, Yuki 荒井裕樹 | | (第47回 | | Kodansha 講談社 | | 13.26 | jpy | | 2000 | |
| 6 | | JPT | 2025-11 | 文学 | 最新刊 | 97843090 | Japanese | | Tairon gen 対論 現 | 2025-11 | Maeda, He 前田速夫 | | | | Kawade Sh 河出書房 | | 17.238 | jpy | | 2600 | |
| 7 | | JPT | 2025-11 | 文学 | 最新刊 | 97845826 | Japanese | | Kudo Naol 工藤直子 | 2025-11 | Kudo, Nao 工藤直子 | Korona bu | コロナ・ | Heibonsha 平凡社 | | 15.249 | jpy | | 2300 | | |
| 8 | | JPT | 2025-11 | 文学 | 最新刊 | 97845853 | Japanese | | Gaiatsu no 外圧の日 | 2025-10 | Endo Kota 遠藤耕太 | Ajia yugaku | アジア遊 | Benseisha 勉誠社 | | 19.89 | jpy | | 3000 | | |
| 9 | | JPT | 2025-11 | 文学 | 最新刊 | 97846530 | Japanese | | Kennaiki : 建内記 : | 2025-9 | Kondo, Yo 近藤好和 | Chusei no | 中世の日 | Rinsen Sho 臨川書店 | | 23.205 | jpy | | 3500 | | |
| 10 | | JPT | 2025-11 | 文学 | 最新刊 | 97847629 | Japanese | | Hibikiau bu 響きあう | 2025-10 | "Hibikiau b 『響きあ | | | Kyuko Sho 汲古書院 | | 72.93 | jpy | | 11000 | | |
| 11 | | JPT | 2025-11 | 文学 | 最新刊 | 97847744 | Japanese | | Raito nobe ライトノ | 2025-12 | Yamanaka 山中智省 | | | Koseisha 皓星社 | | 232.05 | jpy | | 35000 | | |
| 12 | | JPT | 2025-11 | 文学 | 最新刊 | 97847745 | Japanese | | Munsarutc 満月交命 | 2025-10 | Kamata Tc 鎌田東二 | | | Gendai Sho 現代書林 | | 26.52 | jpy | | 4000 | | |
| 13 | | JPT | 2025-11 | 文学 | 最新刊 | 97847917 | Japanese | | Kato Shusc 加藤楸暉 | 2025-12 | Nakamura 中村稔 | | | Seidosha 青土社 | | 26.52 | jpy | | 4000 | | |
| 14 | | JPT | 2025-11 | 文学 | 最新刊 | 97847917 | Japanese | | Sengo bun 戦後文学 | 2025-12 | Kajio, Fum 梶尾文武 | | | Seidosha 青土社 | | 29.172 | jpy | | 4400 | | |
| 15 | | JPT | 2025-11 | 文学 | 最新刊 | 97847942 | Japanese | | Minna no みんなの | 2025-11 | Takara, Ma 高良真実 | | | Soshisha 草思社 | | 14.586 | jpy | | 2200 | | |
| 16 | | JPT | 2025-11 | 文学 | 最新刊 | 97848051 | Japanese | | Haruka na はるかな | 2025-10 | Miyatake, 宮武実知 | | | Chikura Sh 千倉書房 | | 15.912 | jpy | | 2400 | | |
| 17 | | JPT | 2025-11 | 文学 | 最新刊 | 97848234 | Japanese | | Fukagawa 深川六歌 | 2025-10 | Kobayashi 小林孔 伊 | | | Hitsuji Sho ひつじ書 | | 41.106 | jpy | | 6200 | | |
| 18 | | JPT | 2025-11 | 文学 | 最新刊 | 97848234 | Japanese | | Nakajima 中島梓と | 2025-10 | Kaneko, Ay 金子亜由 | Mihatsu se | 未発選書 | Hitsuji Sho ひつじ書 | | 22.542 | jpy | | 3400 | | |
| 19 | | JPT | 2025-11 | 文学 | 最新刊 | 97848234 | Japanese | | Dazai Osar 太宰治の | 2025-10 | Takiguchi, 滝口明祥 | Mihatsu se | 未発選書 | Hitsuji Sho ひつじ書 | | 23.868 | jpy | | 3600 | | |
| 20 | | JPT | 2025-11 | 文学 | 最新刊 | 97848406 | Japanese | | Shunzei hit 俊成筆昭 | 2025-10 | Kuboki, Hi 久保木秀 | | | Yagi Shote 八木書店 | | 92.82 | jpy | | 14000 | | |

INDIVIDUAL USER PROFILE

| | A | J | K | M | O | Q |
|----|----------------------|---------------------------------|------------------|-----------------|------------------|---------------|
| 1 | Purchase (type y) | Title (N) | PubDate (R/E) | Author (N) | Series Title (N) | Publisher (N) |
| 10 | | 響きあう文学：長安から江戸まで | 2025-10 | 『響きあう文学』編集委員会 編 | | 汲古書院 |
| 11 | | ライトノベル雑誌・少女小説雑誌目次集成 | 2025-12 | 山中智省 他 | | 皓星社 |
| 12 | | 満月交命 | 2025-10 | 鎌田東二 他 | | 現代書林 |
| 13 | | 加藤楸邨論 | 2025-12 | 中村稔 | | 青土社 |
| 14 | | 戦後文学の相続者たち | 2025-12 | 梶尾文武 | | 青土社 |
| 15 | | みんなの近代短歌 | 2025-11 | 高良真実 編 | | 草思社 |
| 16 | Y | はるかな島の声：沖縄戦と3人の少女の長い旅 | 2025-10 | 宮武実知子 | | 千倉書房 |
| 17 | | 深川六歌仙評釈 | 2025-10 | 小林孔 他 | | ひつじ書房 |
| 18 | Y | 中島梓と「やおい」の時代：「1968年」の「革命」を視座として | 2025-10 | 金子亜由美 | 未発選書；33 | ひつじ書房 |
| 19 | | 太宰治のエディターシップ | 2025-10 | 滝口明祥 | 未発選書；34 | ひつじ書房 |
| 20 | | 俊成筆昭和切古今和歌集両序 | 2025-10 | 久保木秀夫 編・解題 | | 八木書店 |
| 21 | | 物語のなかの考古学 | 2025-9 | 田中広明 | | さいわん舎 |

USERS' KEYWORDS AND SUBJECTS

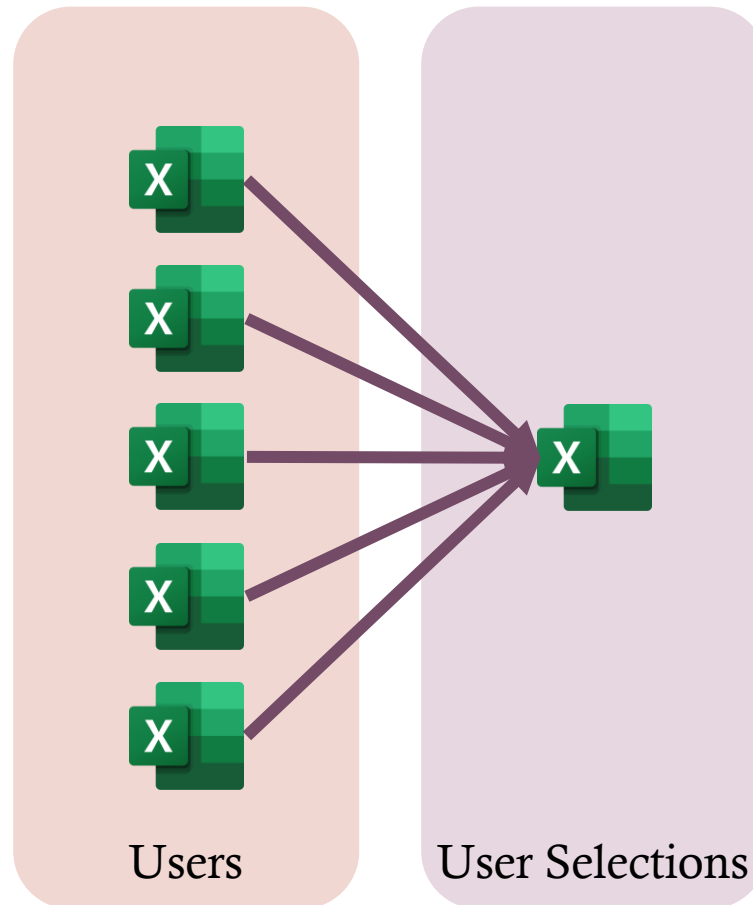
| | A | J |
|----|----------------------|--------------|
| 1 | Purchase (type y) | Title (N) |
| 63 | | 宮岡多恵子の革命 |
| 64 | Y | 三島由紀夫の存在 |
| 65 | | 断腸亭主人：荷風全集附録 |

- In depth 1-on-1 discussions with each user.
- Information about research interests are externalized (not reliant on one's own memory)
- Organized, cataloged
- Allows for in depth searching elsewhere.

| 1 | Keywords | Note |
|----|------------------|------------------------------------|
| 11 | 西島伝法 | author, science fiction, Dempow To |
| 12 | Dempow Torishima | author, science fiction, Dempow To |
| 13 | 崎山多美 | author, Okinawan, Sakiyama Tami |
| 14 | Sakiyama Tami | author, Okinawan, Sakiyama Tami |
| 15 | 小林エリカ | author and artist, Kobayashi Erika |
| 16 | Kobayashi Erika | author and artist, Kobayashi Erika |
| 17 | 目取真俊 | author, Okinawan, Medoruma Jun |
| 18 | Medoruma Jun | author, Okinawan, Medoruma Jun |
| 19 | 三島由紀夫 | author, Mishima Yukio |
| 20 | Mishima Yukio | author, Mishima Yukio |
| 21 | 高橋睦郎 | poet, essayist, Takahashi Mutsuo |
| 22 | Takahashi Mutsuo | poet, essayist, Takahashi Mutsuo |
| 23 | ミヤギ・フトシ | author, artist, Miyagi Futoshi |
| 24 | ミヤギフトシ | author, artist, Miyagi Futoshi |
| 25 | Miyagi Futoshi | author, artist, Miyagi Futoshi |
| 26 | 李琴美 | essayist, author, Li Kotomi |
| 27 | Ri Kotomi | essayist, author, Li Kotomi |
| 28 | Li Kotomi | essayist, author, Li Kotomi |
| 29 | 高良勉 | poet, Takara Ben |
| 30 | Takara Ben | poet, Takara Ben |
| 31 | 沖縄語 | Okinawan |
| 32 | Okinawan | Okinawan |
| 33 | うちなーぐち | Okinawan, language |
| 34 | Uchināguchi | Okinawan, language |

BRINGING REQUESTS TOGETHER

Instead of opening all 15 Excel files one-by-one to see what to order, another Power Query sends all requested materials to one spreadsheet.

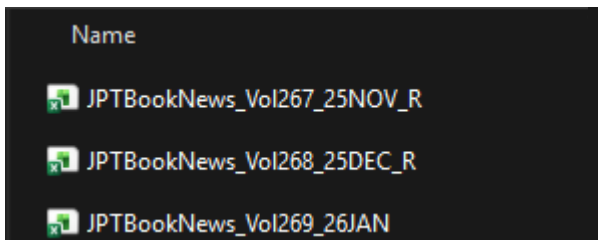
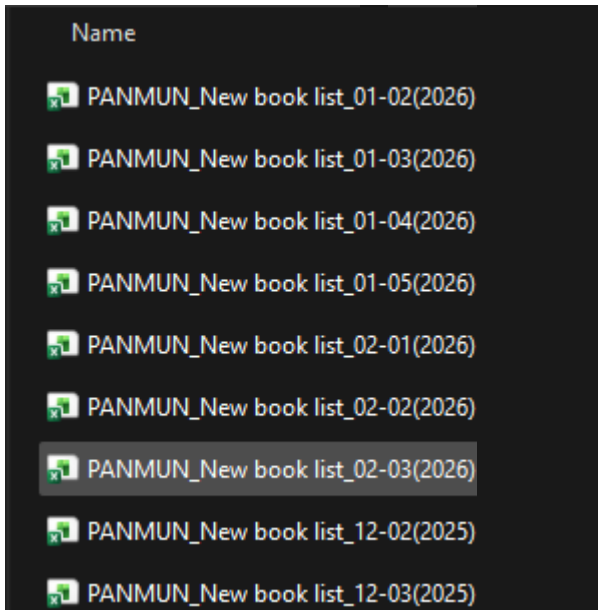


Instead of opening all 15 Excel files one-by-one to see what to order, another Power Query sends all requested materials to one spreadsheet.

Final checks:

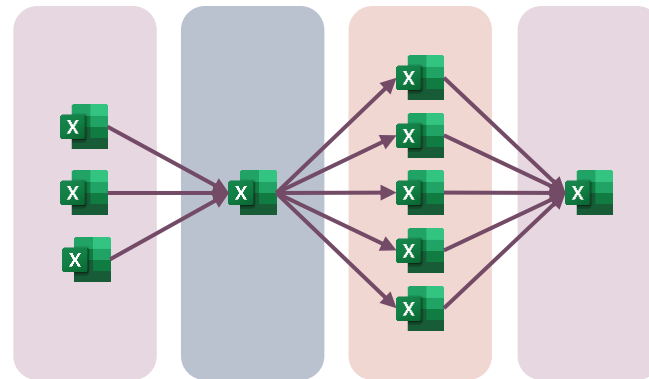
- Review high-cost items
 - Determine what collection to put items in.
 - Address same item asked for by multiple users.
-

RESET



After ordering books from the files users looked through. Delete them and refresh the Query to reload documents.

For the folder where each user has an Excel file. I used AI to write a VBA script to automatically refresh them, instead of doing it manually one-by-one.



The need to be refreshed in order manually. If you refresh before submitting items for order, you can lose track of what books users wanted



Thank You!

**STREAMLINING USER SELECTION FROM VENDOR'S
BOOK LISTS WITH EXCEL'S POWER QUERY**

A Human-Centered Approach
to Partial Automation

Adam H. Lisbon
Japanese & Korean Studies Librarian
Associate Professor
U. of Colorado Boulder

Annual CEAL Conference 2026, Vancouver

adam.lisbon@colorado.edu