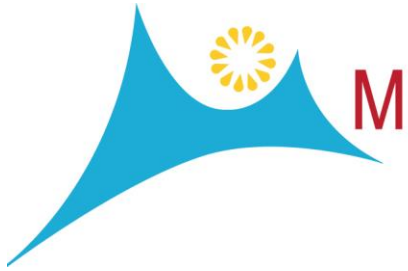


MID-HUDSON LIBRARY SYSTEM

Decision Center

Making educated Collection Management choices

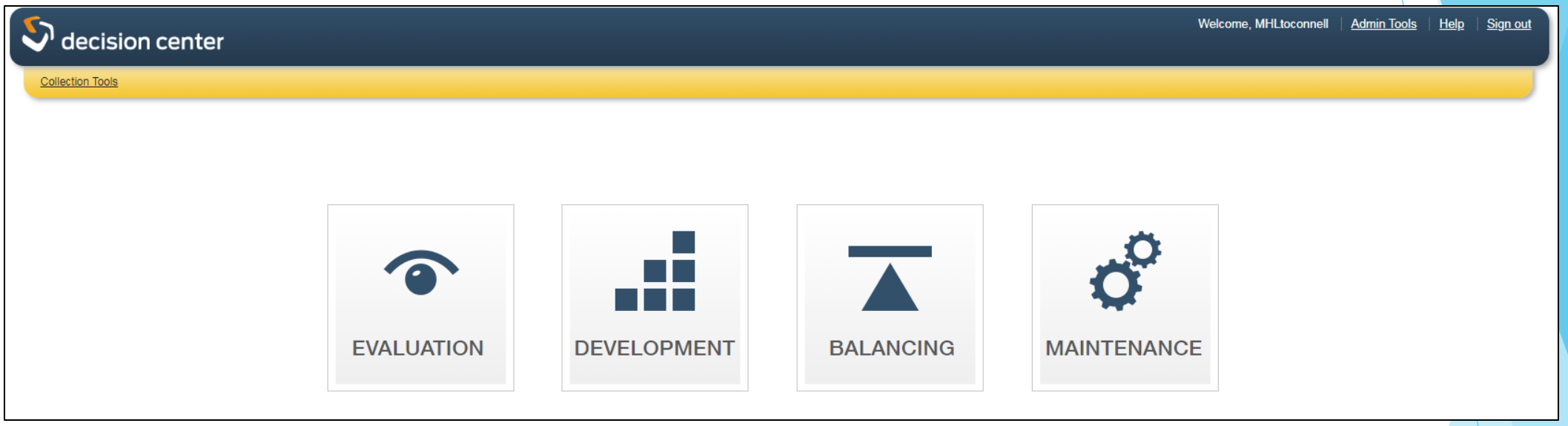
Decision Center

- Decision Center is a Comprehensive collection management and analytics solution that provides library staff with dynamic tools to report, analyze, and make action-oriented decisions and recommendations regarding collection management.

Decision Center

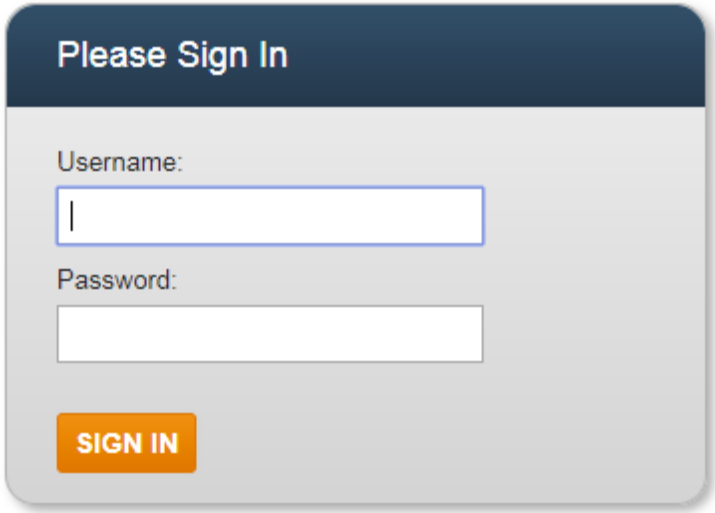
- Decision Center is a package of reports that aid library staff with analysis of the collection, and usage of the collection, using record and transaction data.
- Decision Center helps libraries match supply and demand to deliver optimized service.

Decision Center



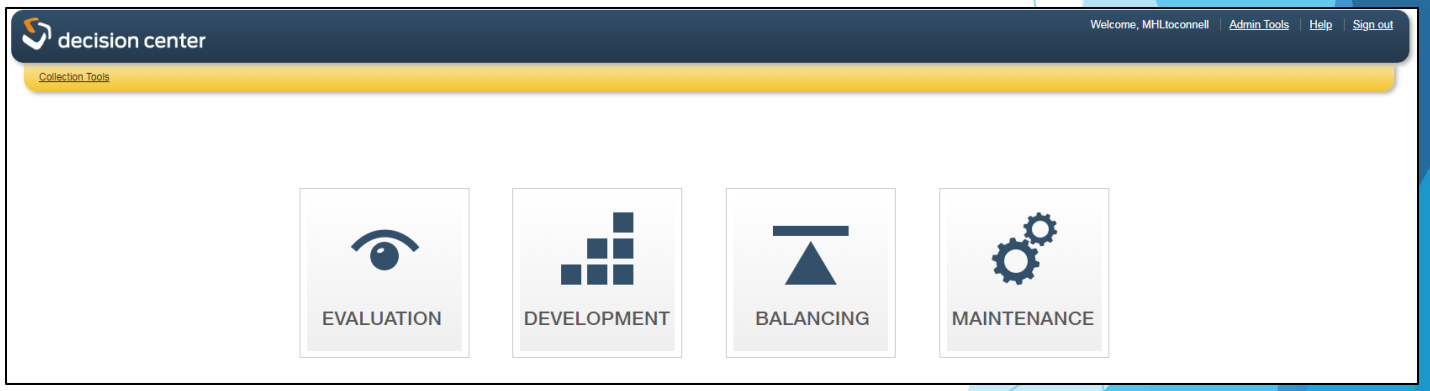
Decision Center – getting started

- Logging in –
  - Point your browser to: https://dc-mhud.iii.com/
  - Username and Password: your Sierra login



Decision Center – Creating Reports

- **Creating and running a report**
  - Evaluation
  - Development
  - Balancing
  - Maintenance
    - ***Over 150 reports…***



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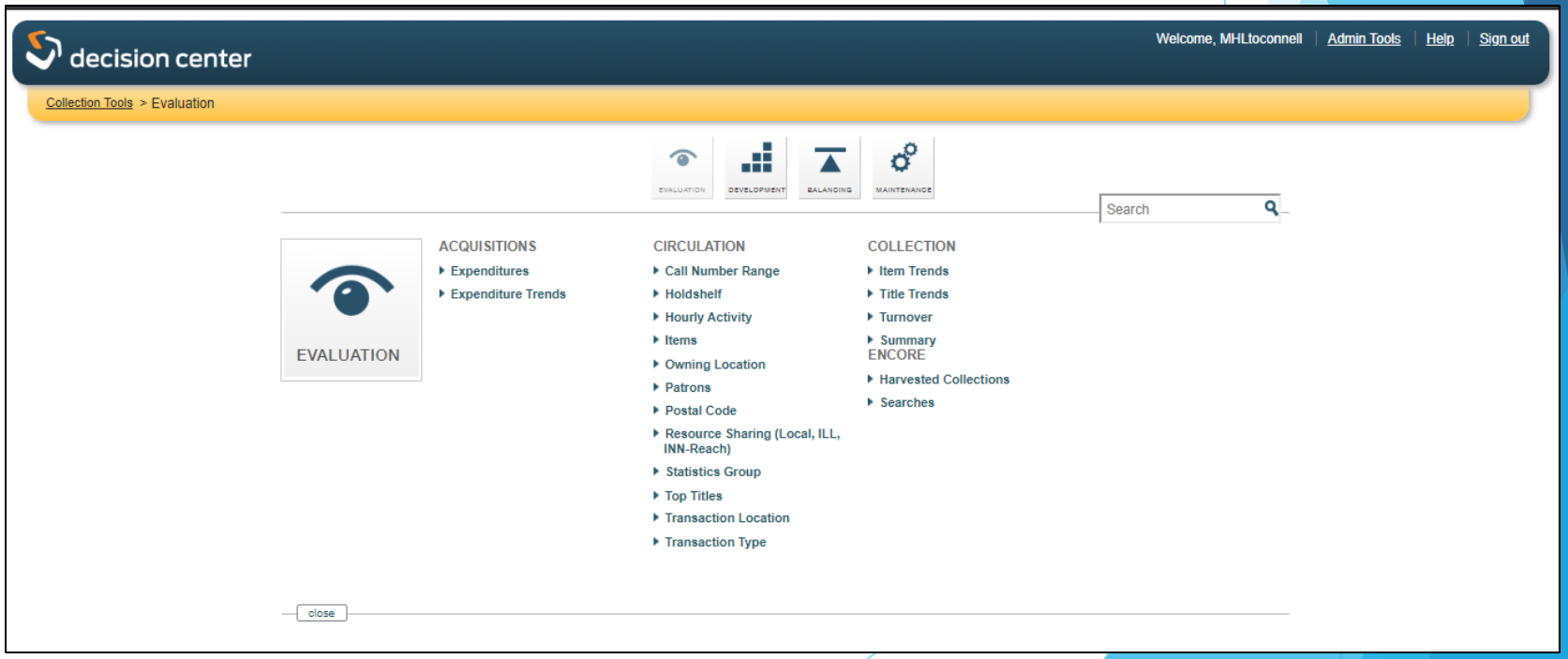

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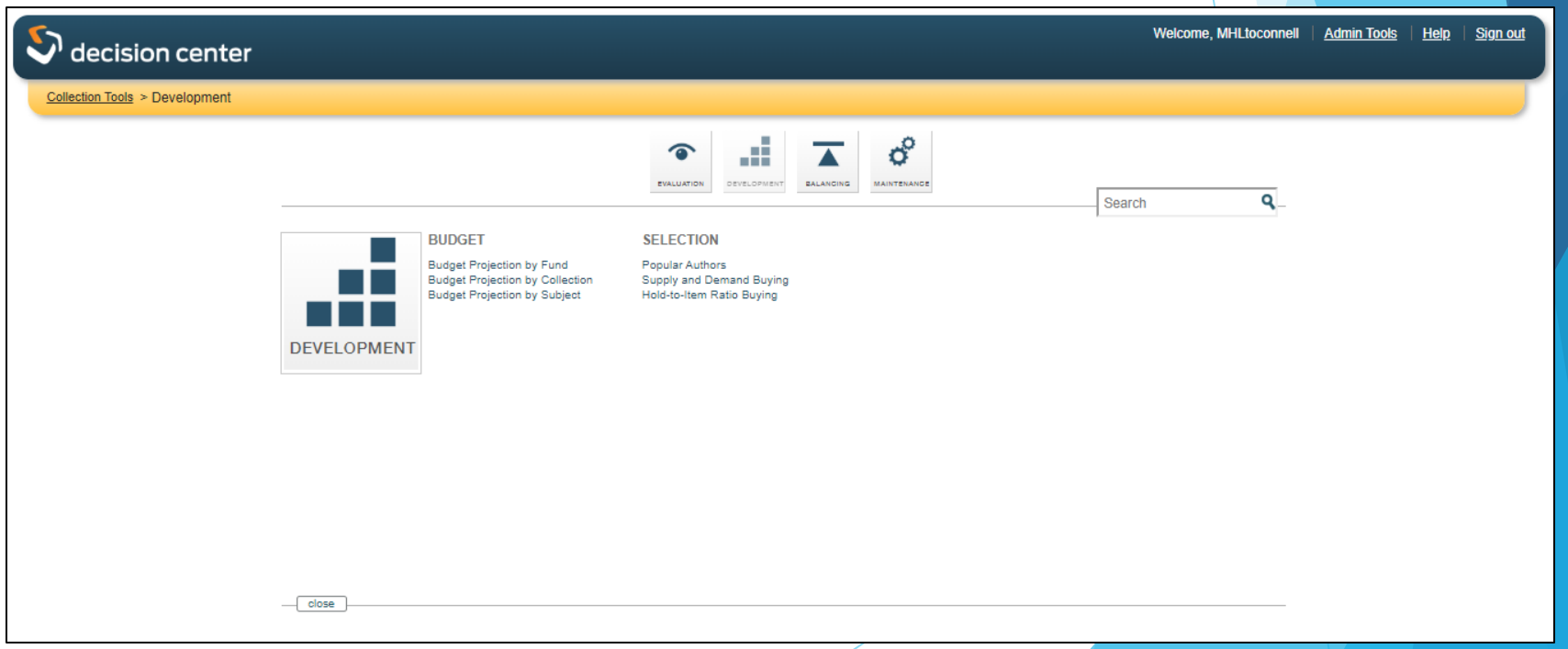

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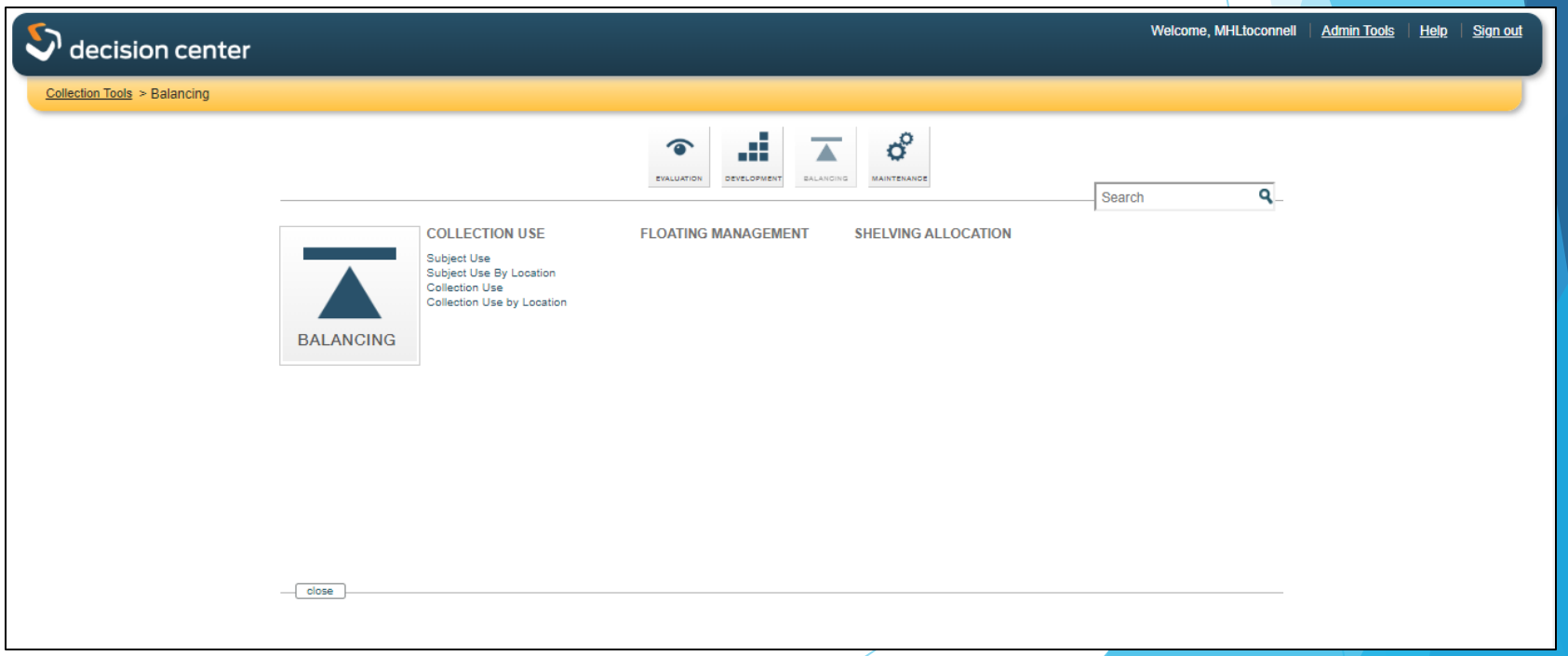

Decision Center – Creating Reports

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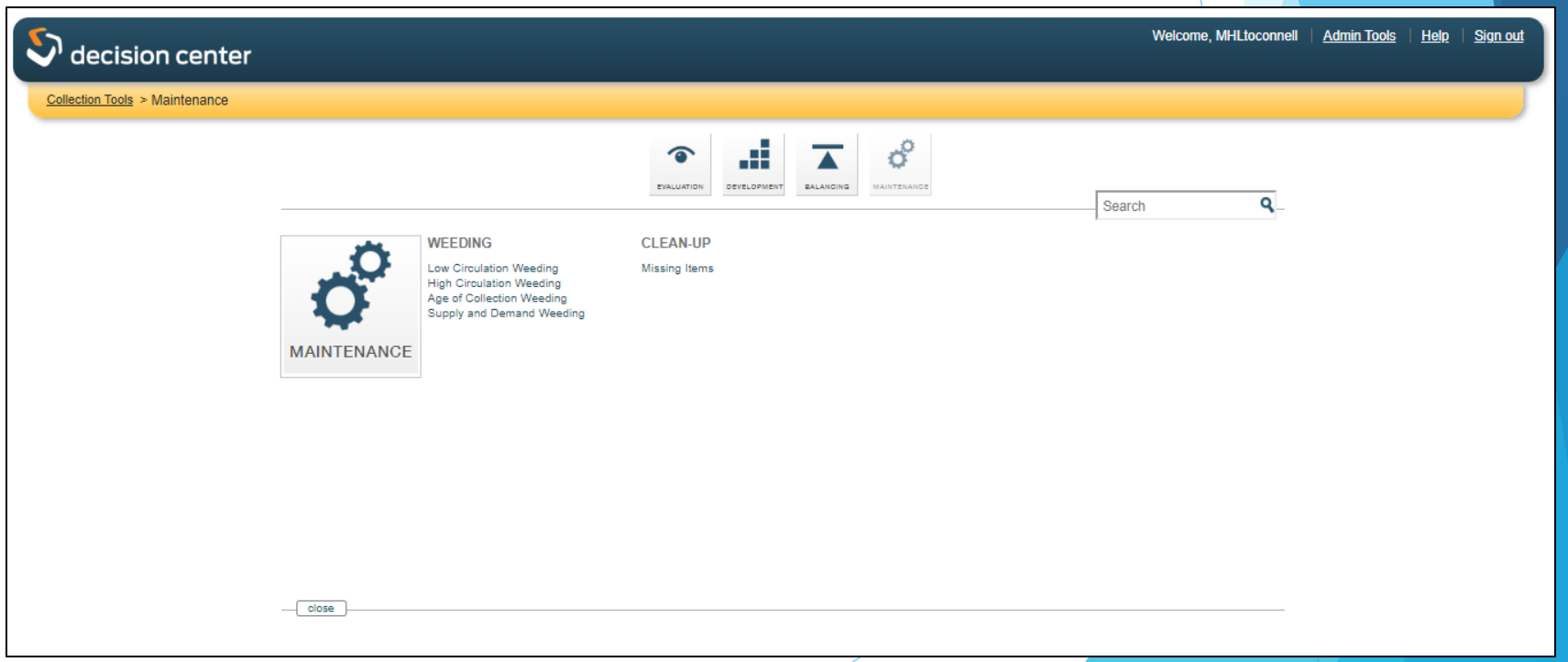

Decision Center – Creating Reports

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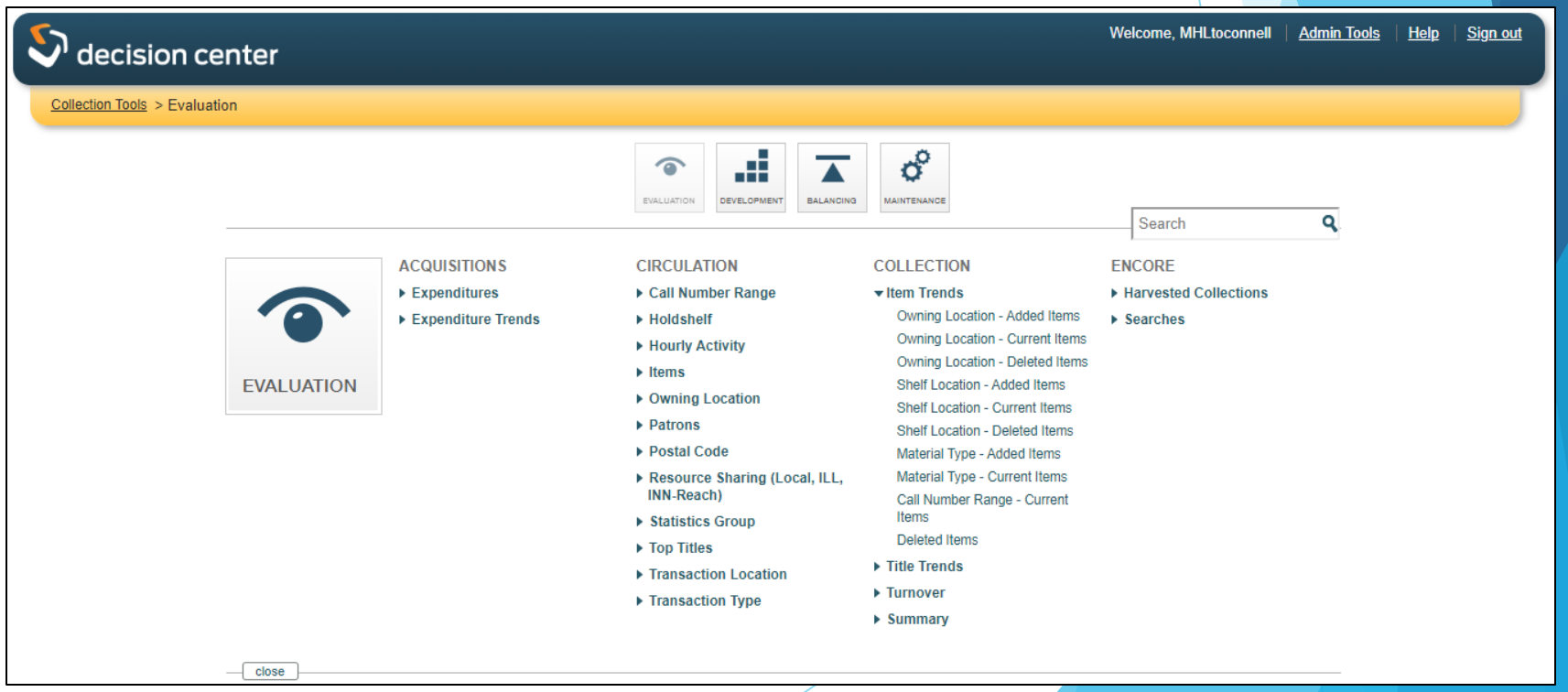
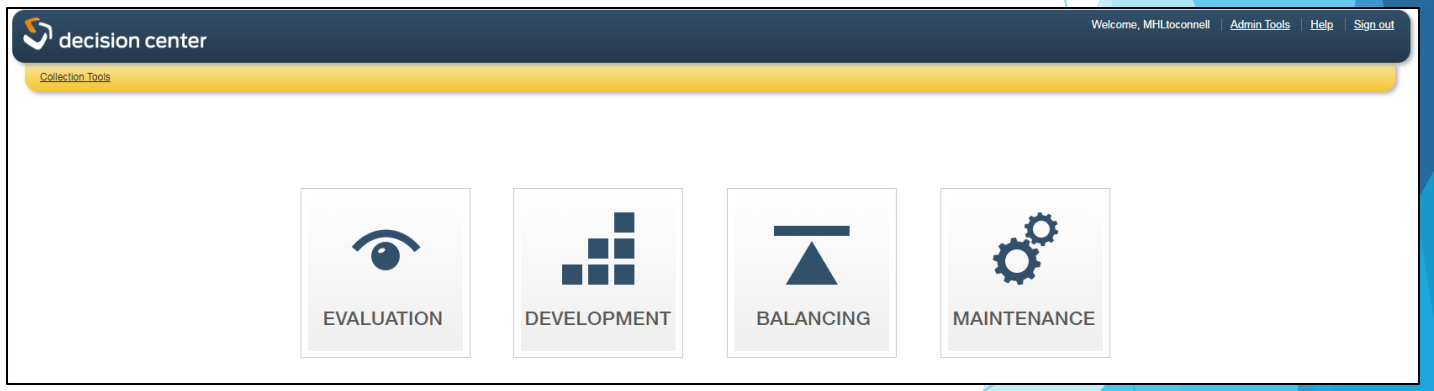
  - Development
  - Balancing
  - Maintenance
    - ***Over 150 reports..?***



Decision Center – Creating Reports

- **Creating and running a report**
- Choose a category on Decision Center's **Tools** menu. Categories include:
  - Evaluation
  - Development
  - Balancing
  - Maintenance



Decision Center – Creating Reports

- **Creating and running a report**
- Choose a ***category*** on Decision Center's **Tools** menu. Categories include:
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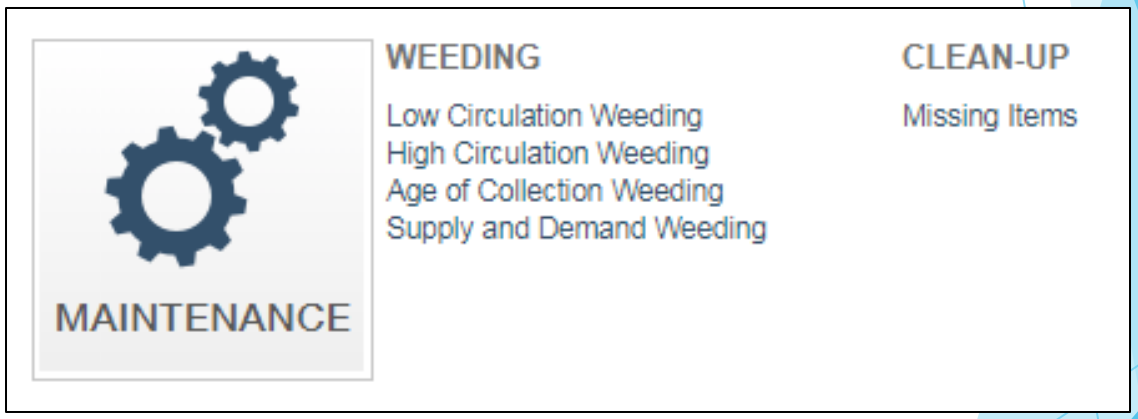
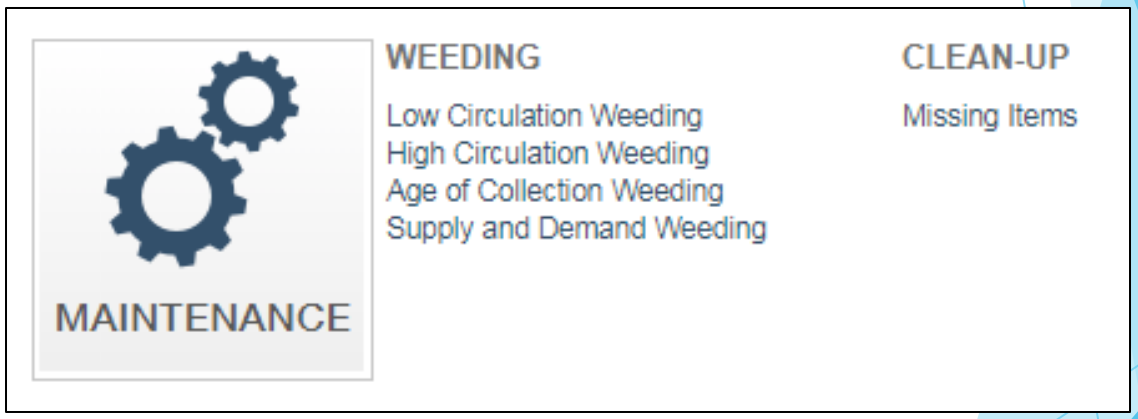
  - Maintenance

- **Creating and running a report**
- Choose the ***link to the report*** you want to use.



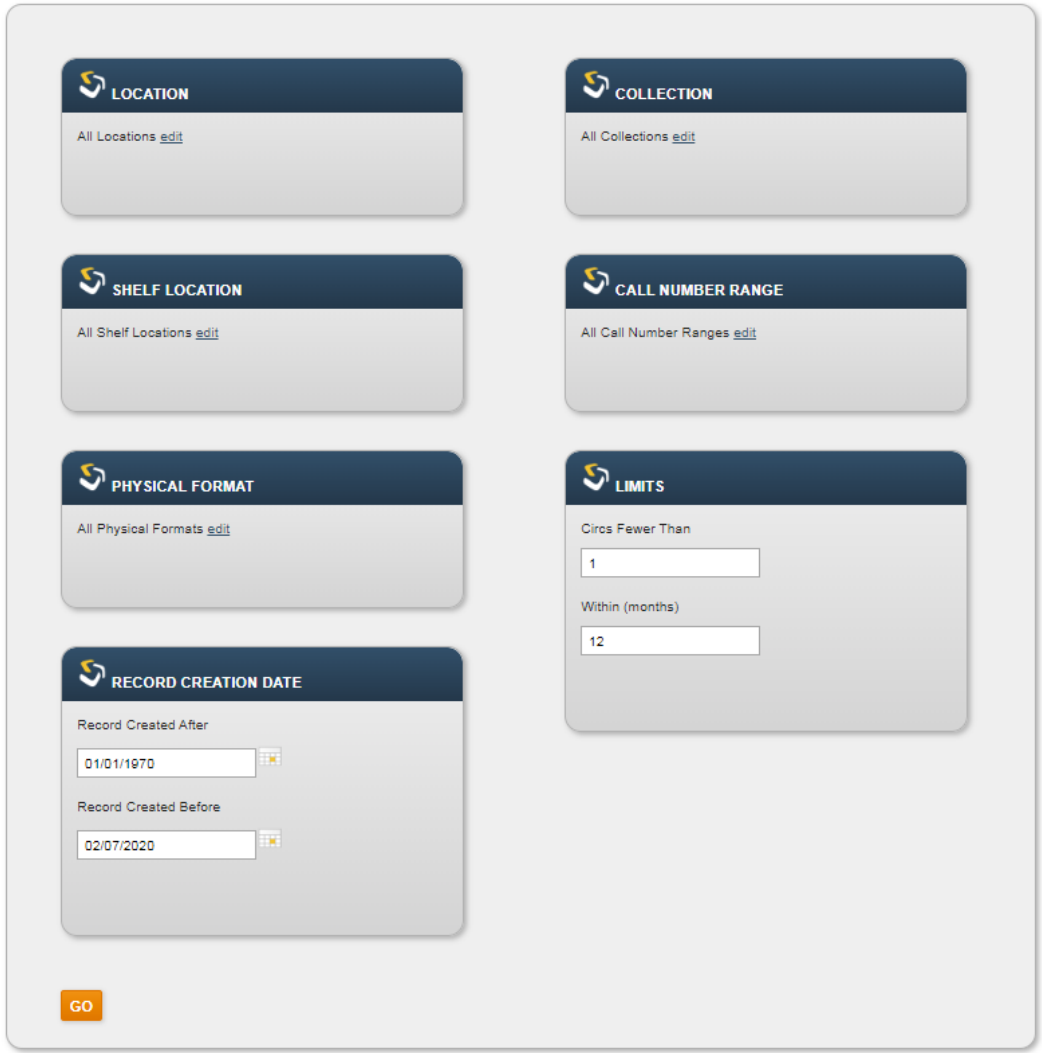
- **Creating and running a report**
- Choose the ***link to the report*** you want to use.

- Low Circulation Weeding



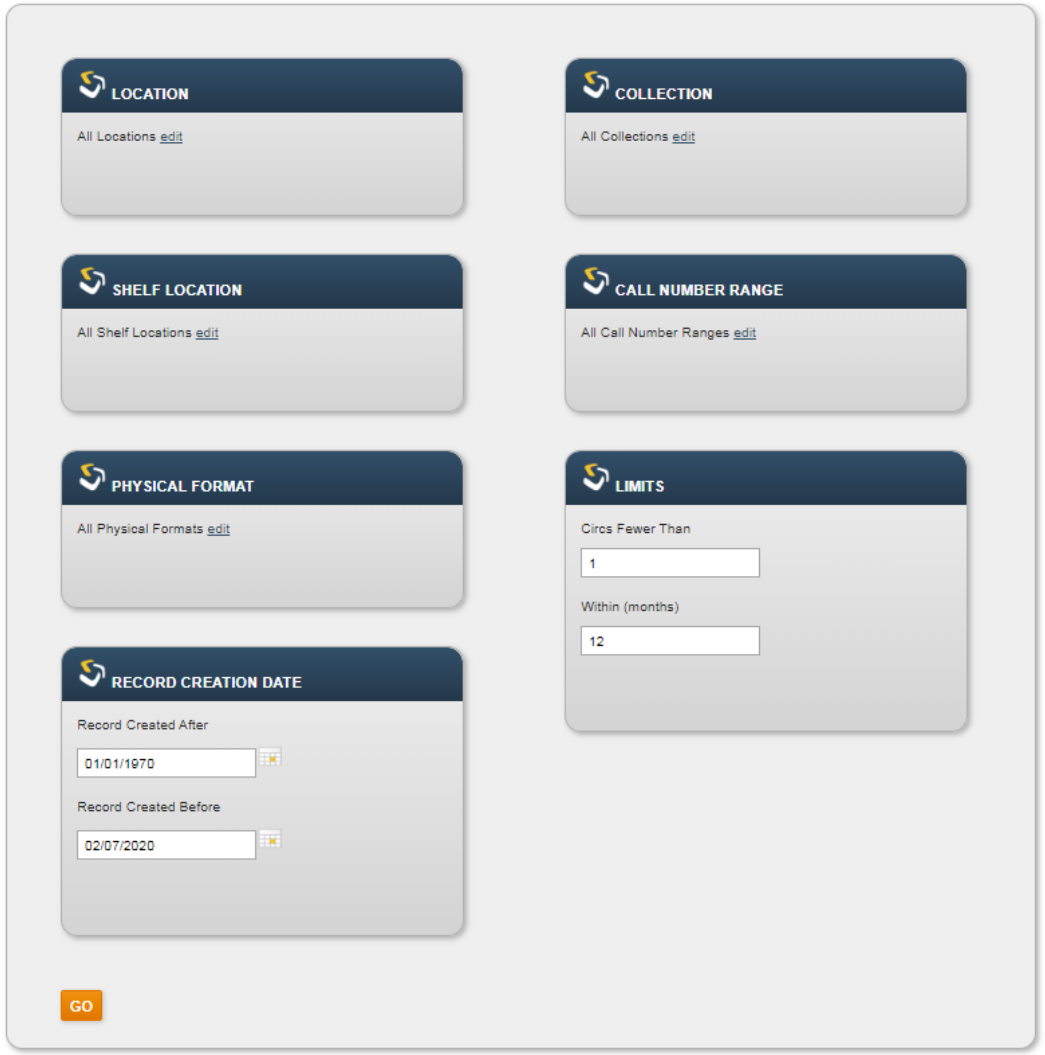
Decision Center – Creating Reports

- **Creating and running a report**
- Configure the initial filters. The available filters appear on the reference page for each tool or report.
  - All filters enable you to set the values you prefer, and most include a default value. You set some values directly in a text box and others by editing a list of values.



Decision Center – Creating Reports

- **Creating and running a report**
- Configure the initial filters. The available filters appear on the reference page for each tool or report.
- For most filters, the **edit** link opens a dialog box with **Selected** and **Available** lists that help you identify valid values recognized by your system. Values that appear in the **Selected** list appear in the results. Drag and drop entries between the **Selected** and **Available** lists to configure the included values.



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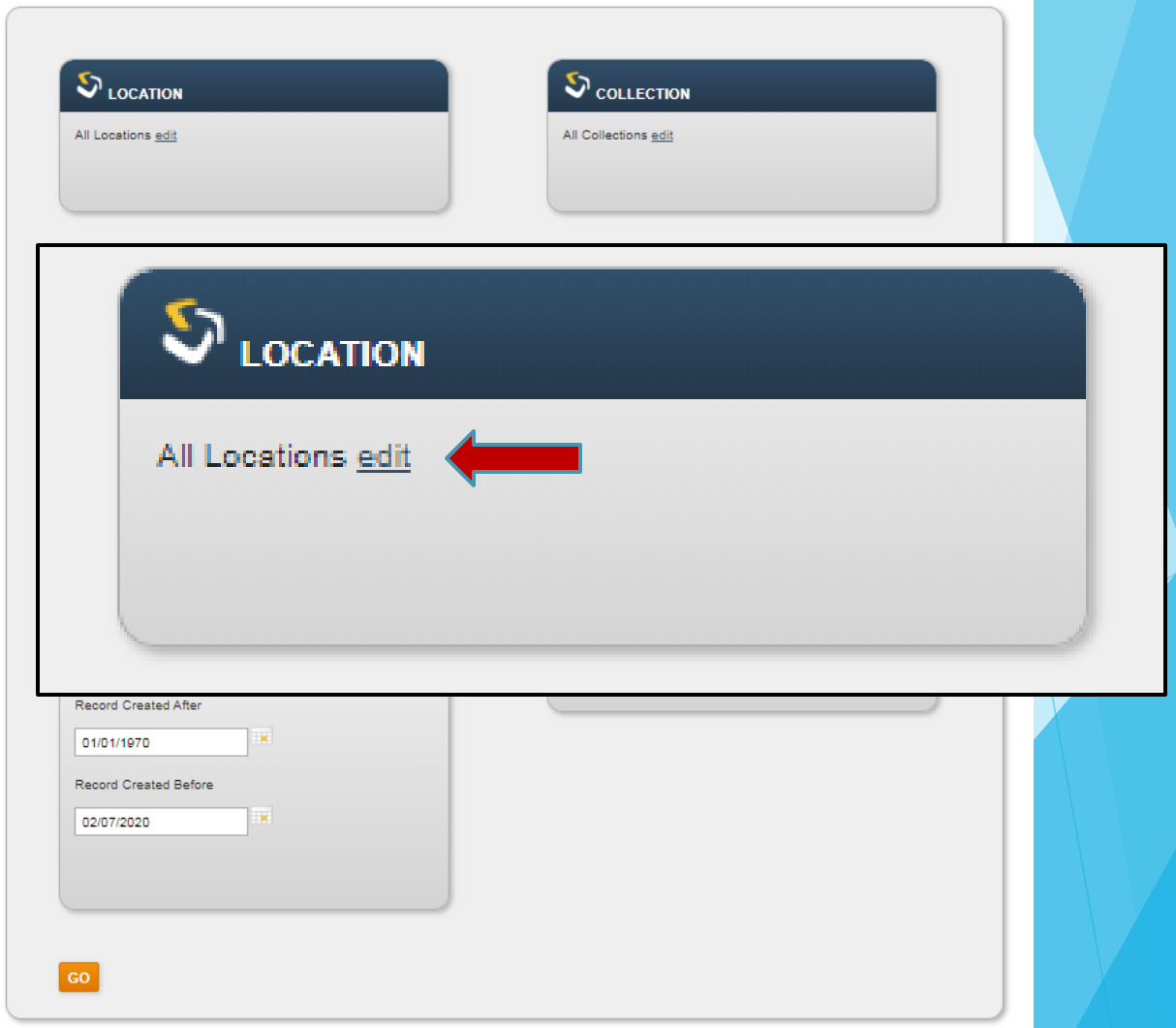
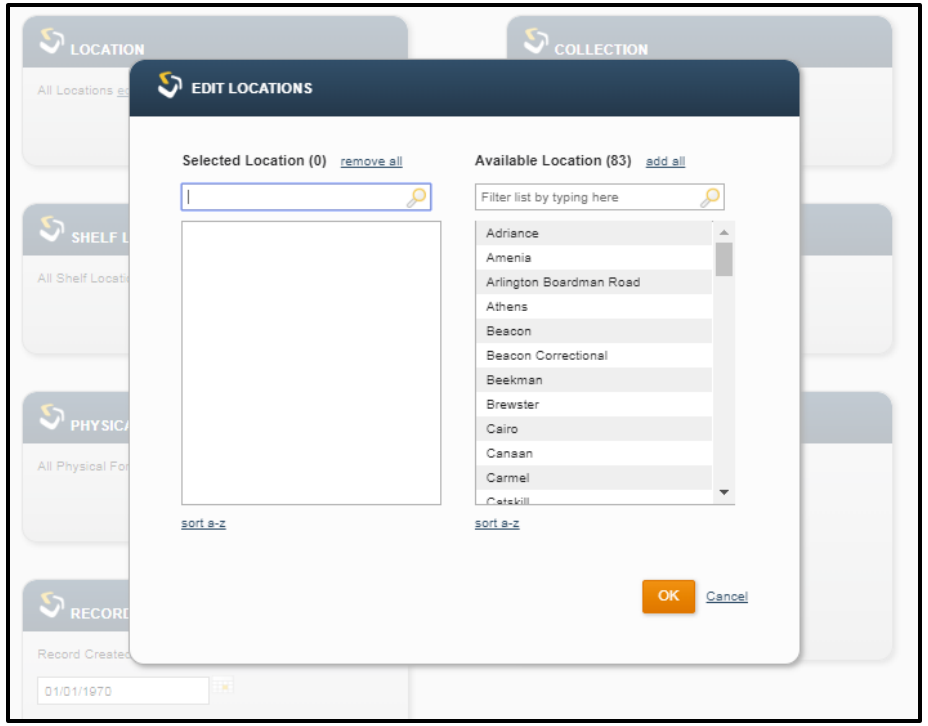
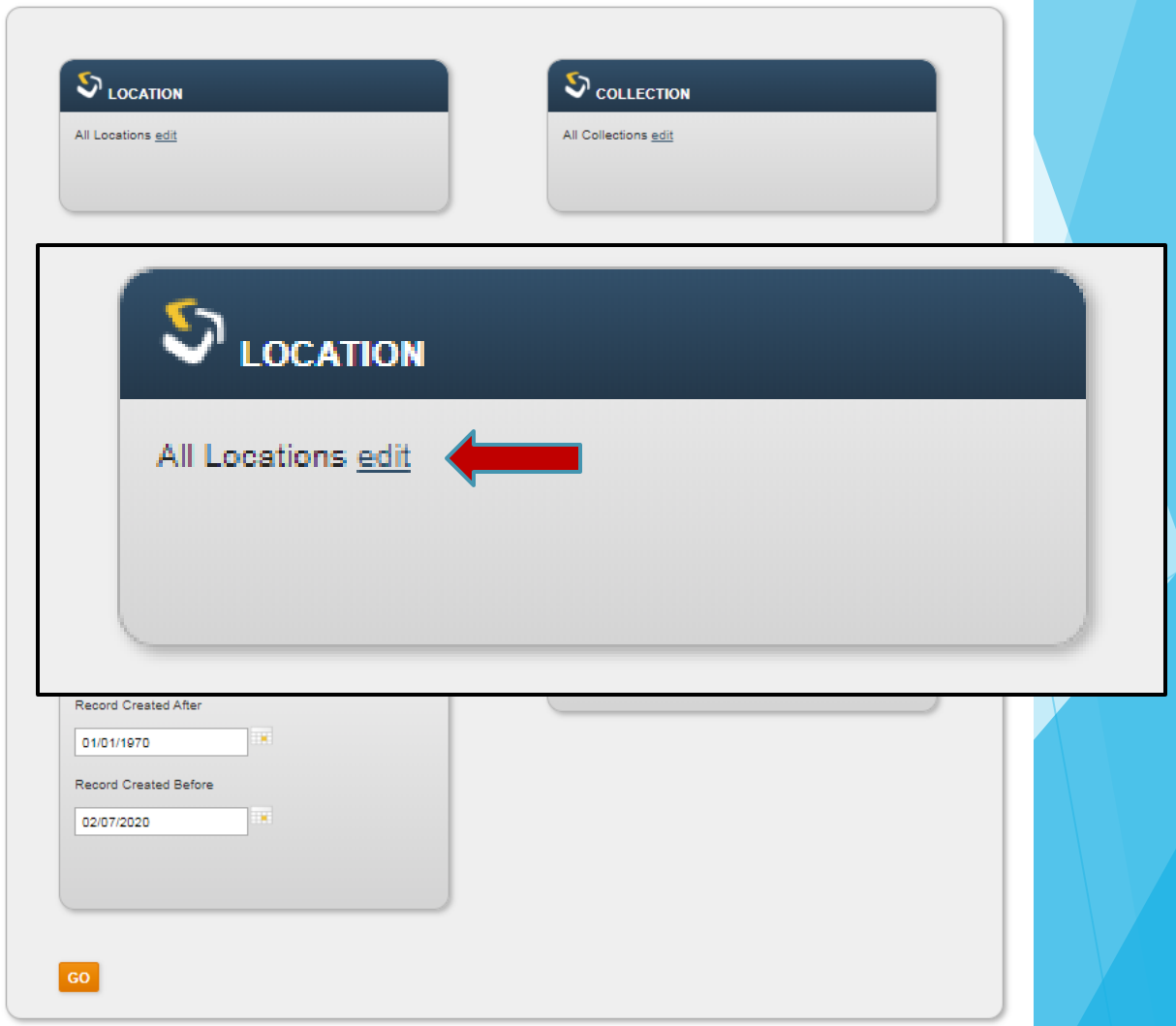


Decision Center – Creating Reports

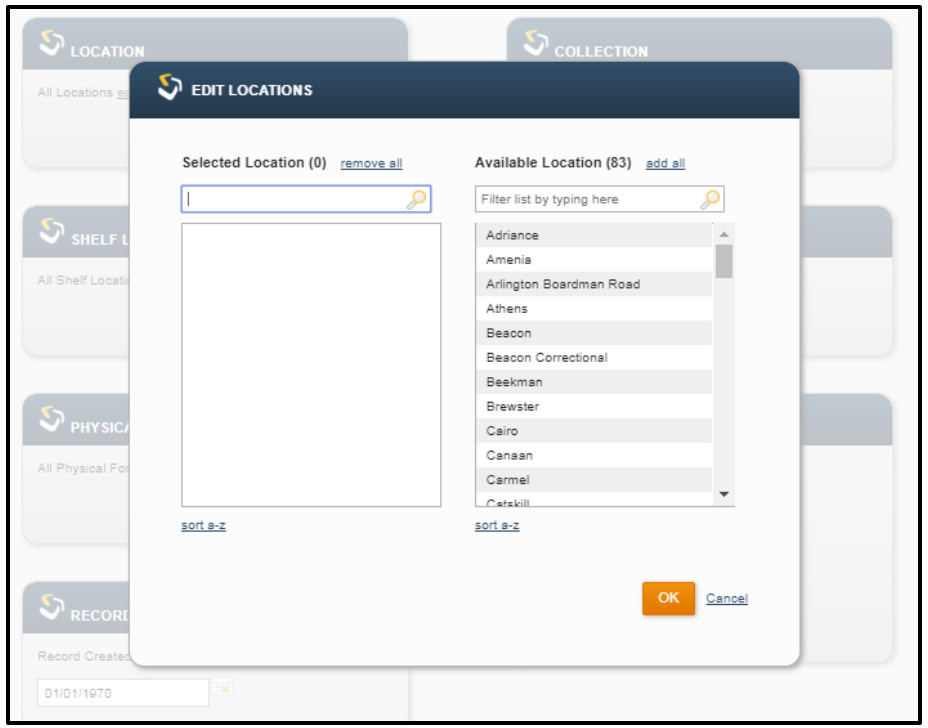
- Creating and running a report





Decision Center – Creating Reports

- **Creating and running a report**



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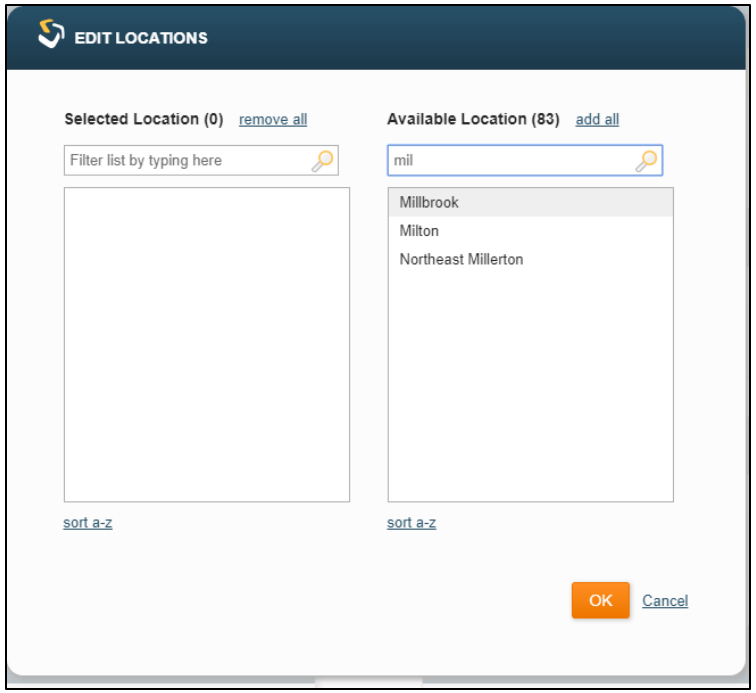
Decision Center – Creating Reports

- **Creating and running a report**



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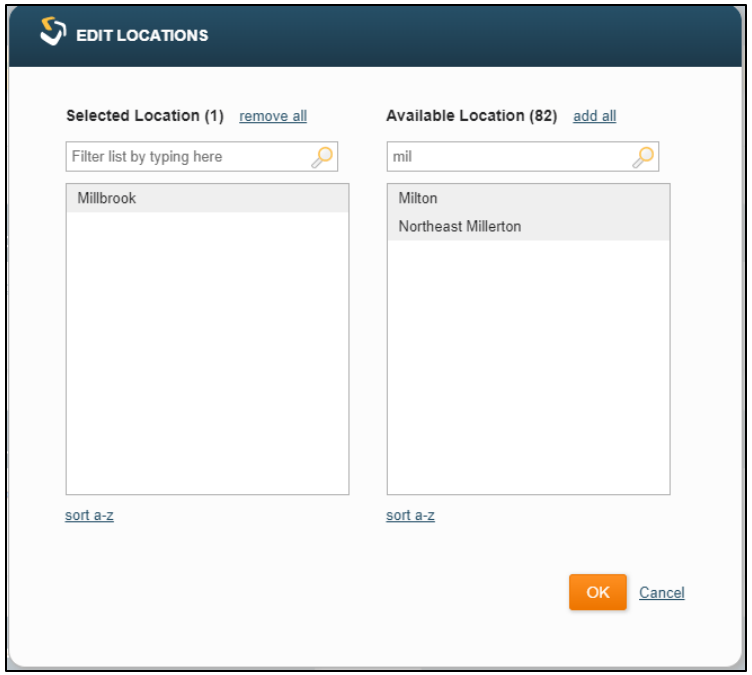
Decision Center – Creating Reports

- **Creating and running a report**



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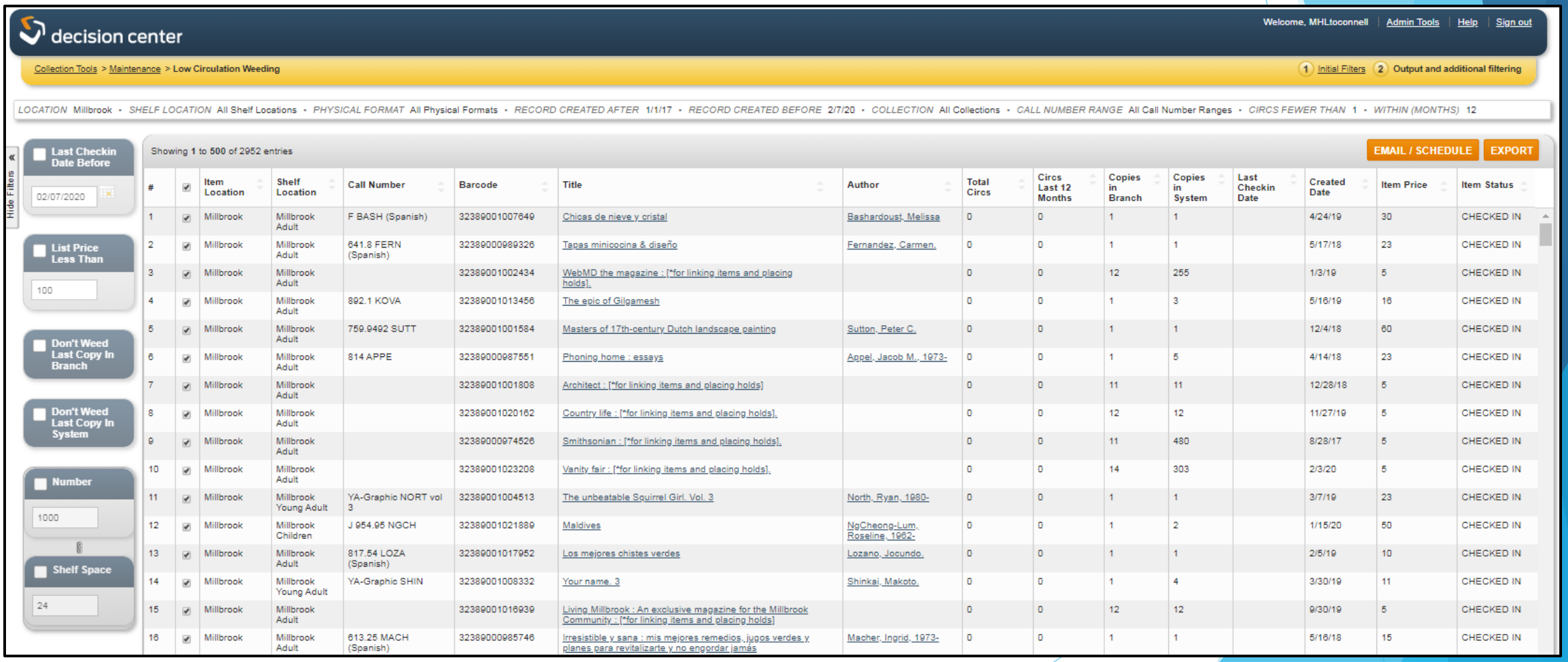
Decision Center – Creating Reports

- **Creating and running a report**
- Choose ***Go***. Decision Center runs the report.

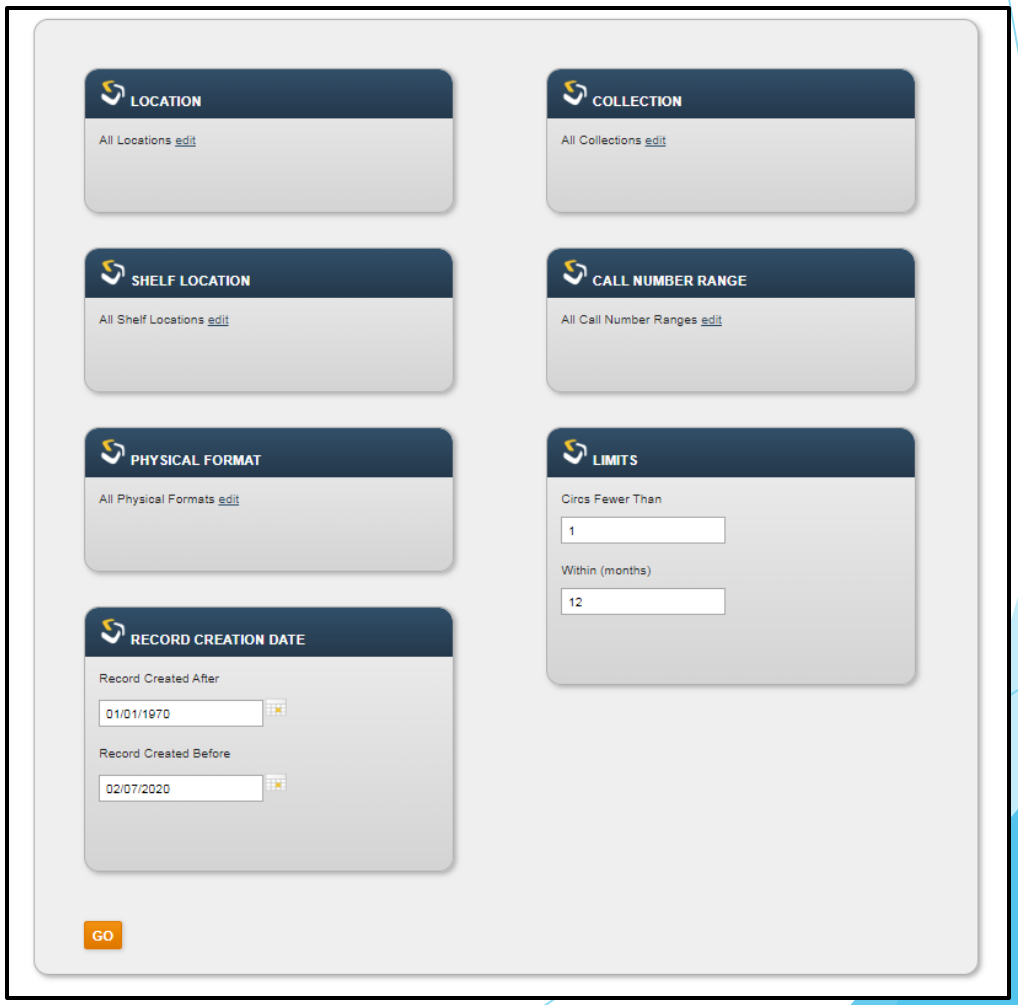
Decision Center – Creating Reports



Decision Center – Creating Reports

- **Creating and running a report**

- Once you have run a report, you can do the following-
- Modify the result
- Email the report
- Export the report
- Schedule reports to run automatically



Decision Center – Creating Reports

- **Modifying the Results**
- After Decision Center generates results based on your initial filter settings, many tools and reports include remedy filters to enable you to refine and customize what you see. Descriptions of the available remedy filters appear on the reference page for each tool or report.

Decision Center – Creating Reports

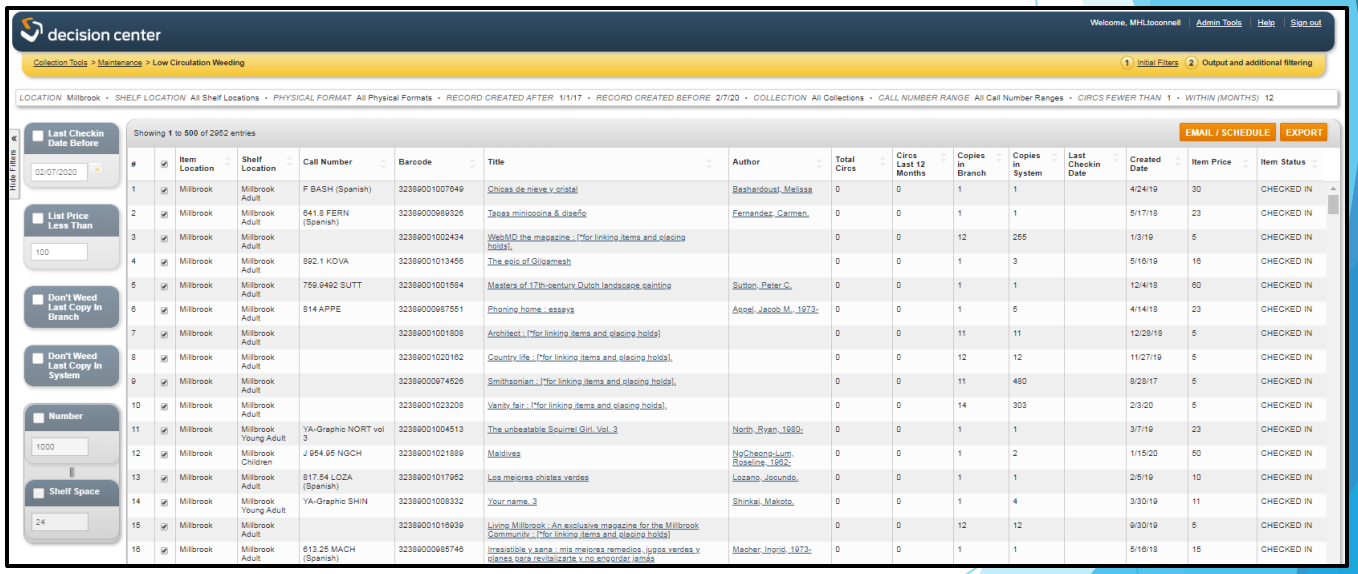
- **Modifying the Results**
- After Decision Center generates results based on your initial filter settings, many tools and reports include remedy filters to enable you to refine and customize what you see. Descriptions of the available remedy filters appear on the reference page for each tool or report.
- Decision Center applies a remedy filter immediately when you select its activation check box.

Decision Center – Creating Reports

- **Creating and running a report**
  - ***Emailing reports***
  - Exporting reports

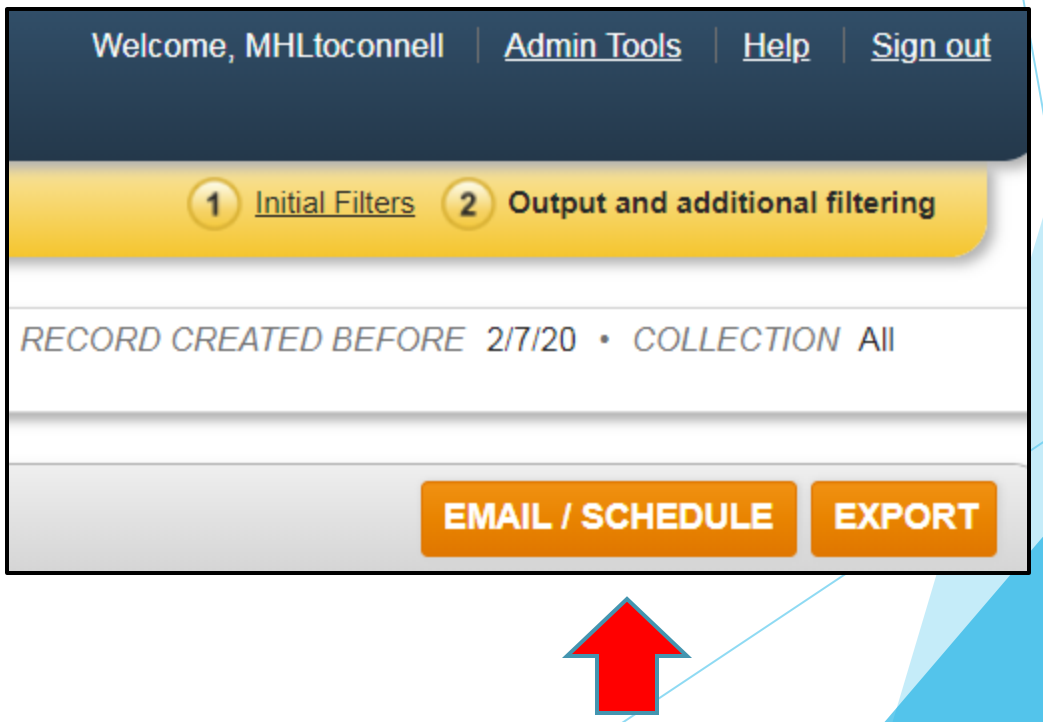
Decision Center – Creating Reports

- **Creating and running a report**
  - ***Emailing reports***
    - Run a Decision Center report



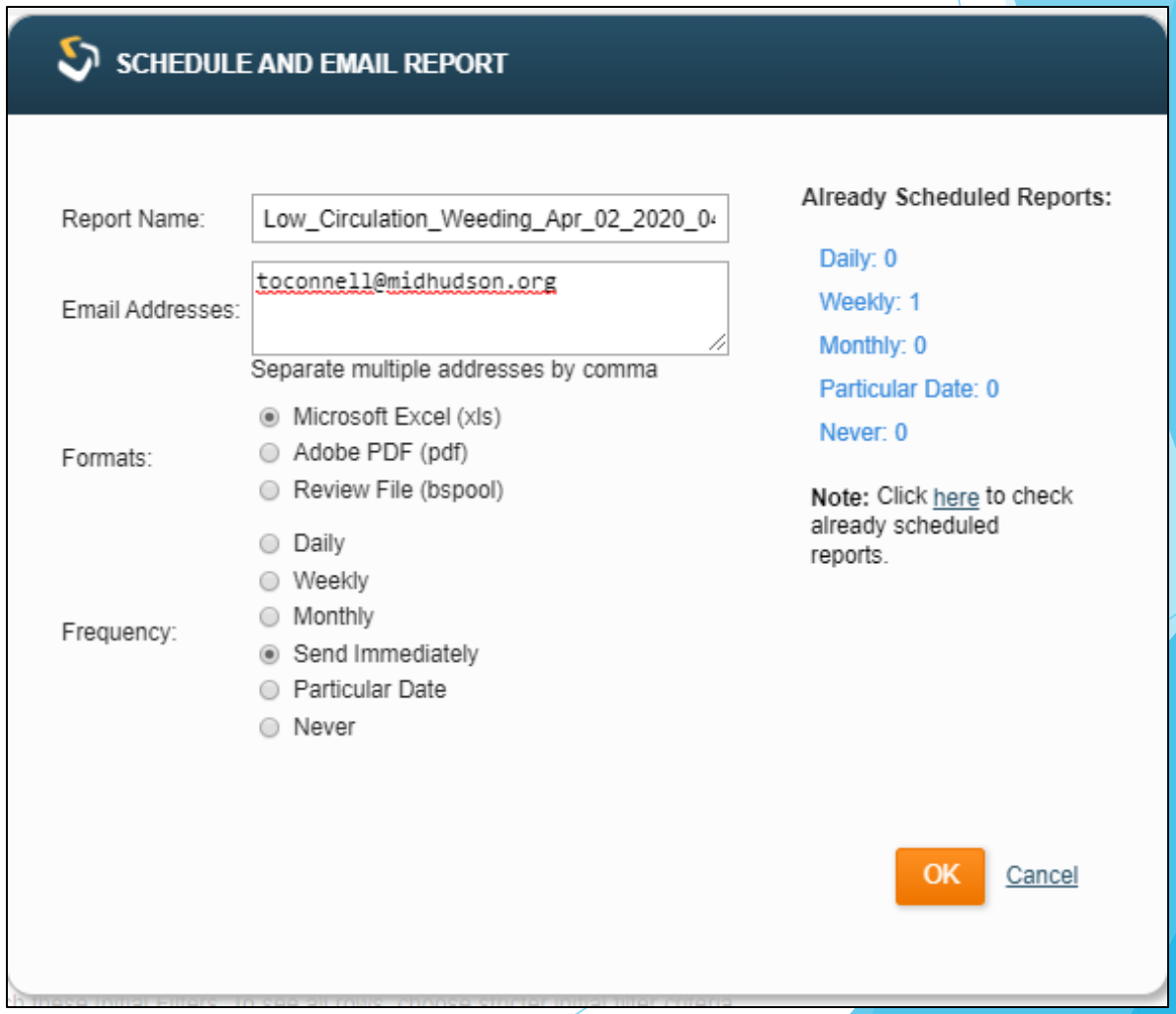
Decision Center – Creating Reports

- **Creating and running a report**
  - ***Emailing reports***
    - Run a Decision Center report
    - Choose **Email/Schedule** button on the report results screen



Decision Center – Creating Reports

- **Creating and running a report**
  - ***Emailing reports***
    - Run a Decision Center report
    - **Choose Email/Schedule** button on the report results screen
    - Enter a name for the report the **Report Name** field.
    - Enter one or more valid email addresses in the **Email Addresses** field



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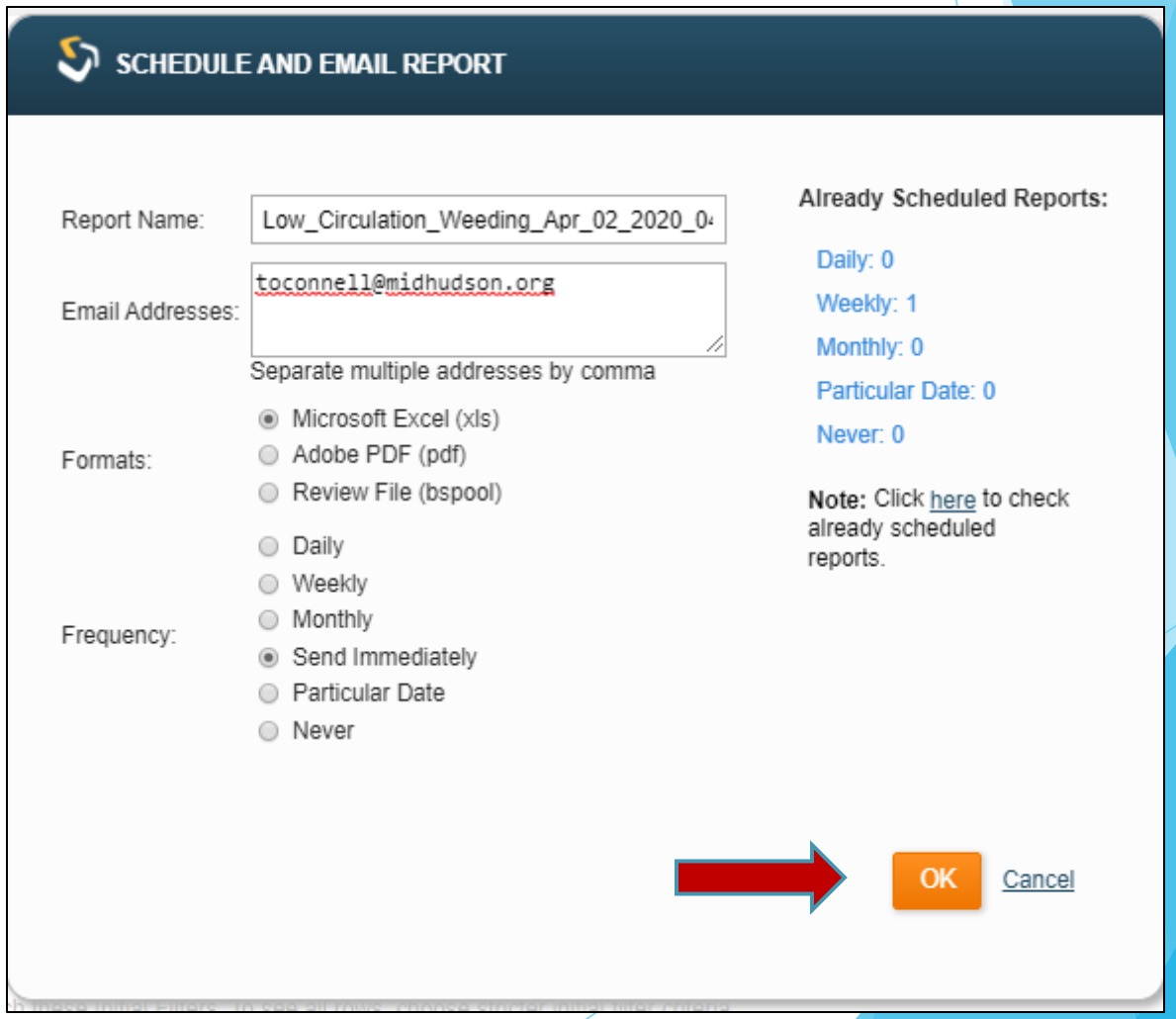
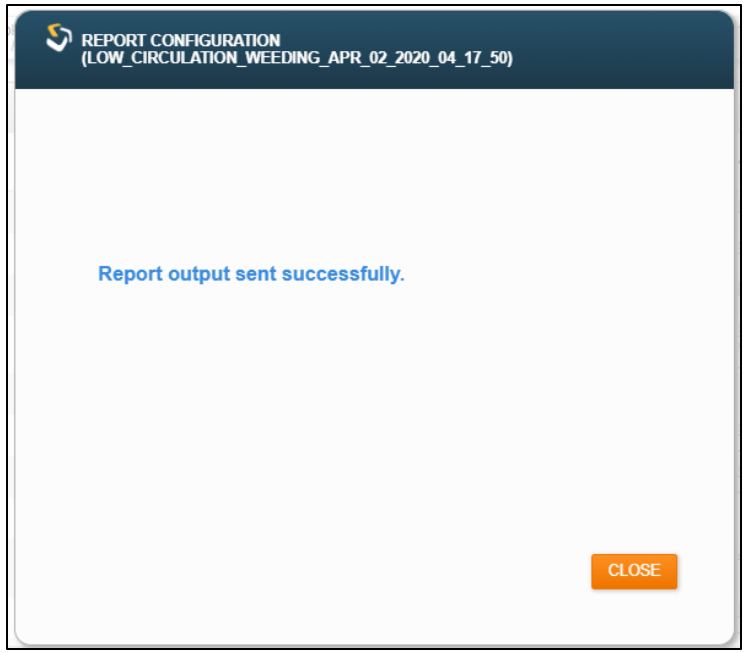
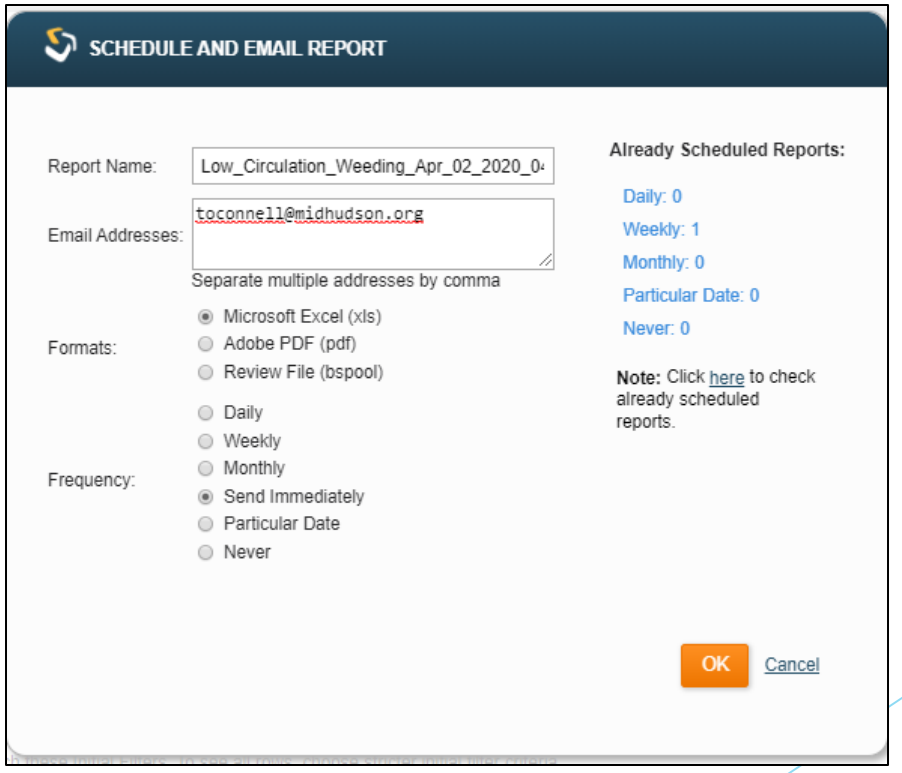


Decision Center – Creating Reports

- **Creating and running a report**
  - ***Emailing reports***





Decision Center – Creating Reports

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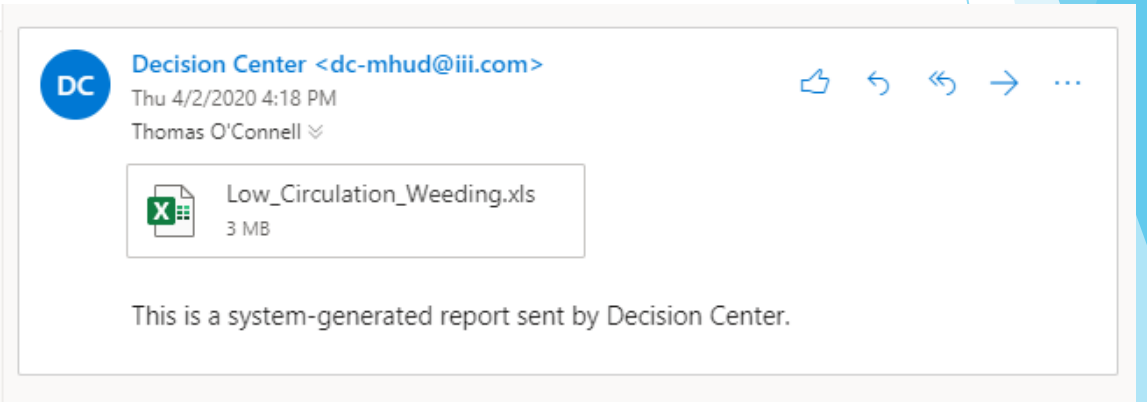

Decision Center – Creating Reports

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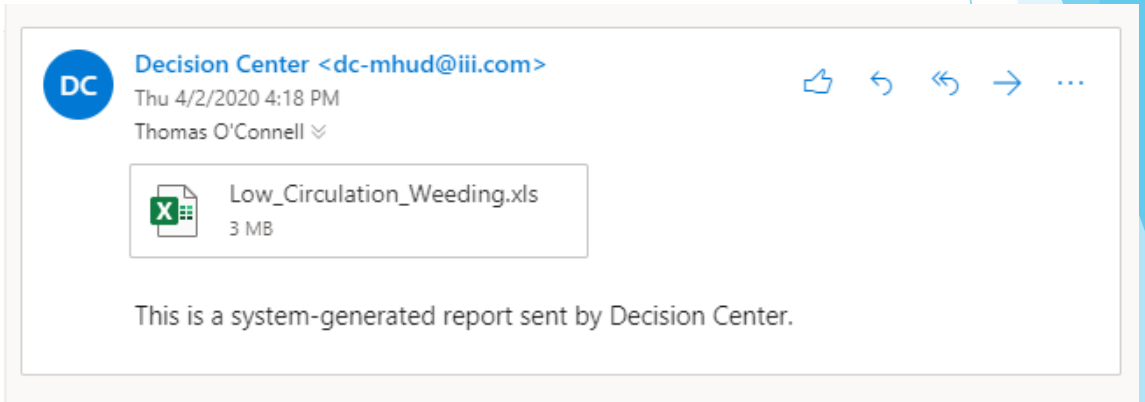
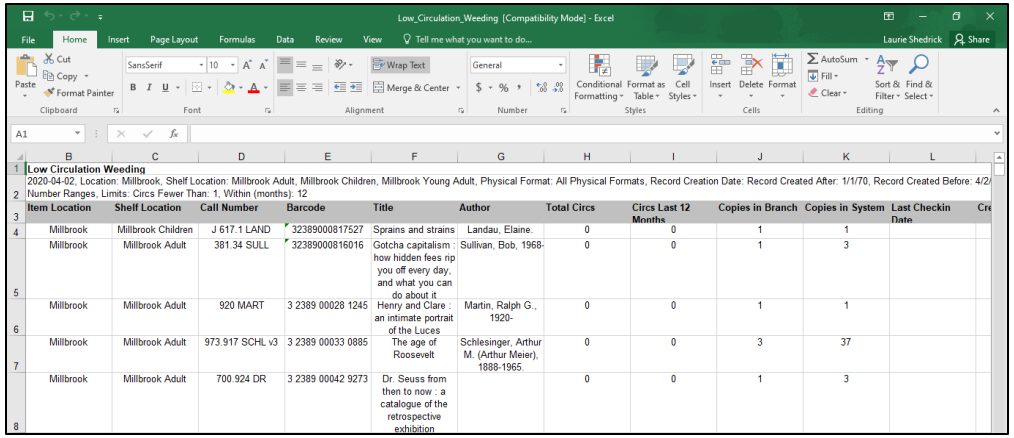
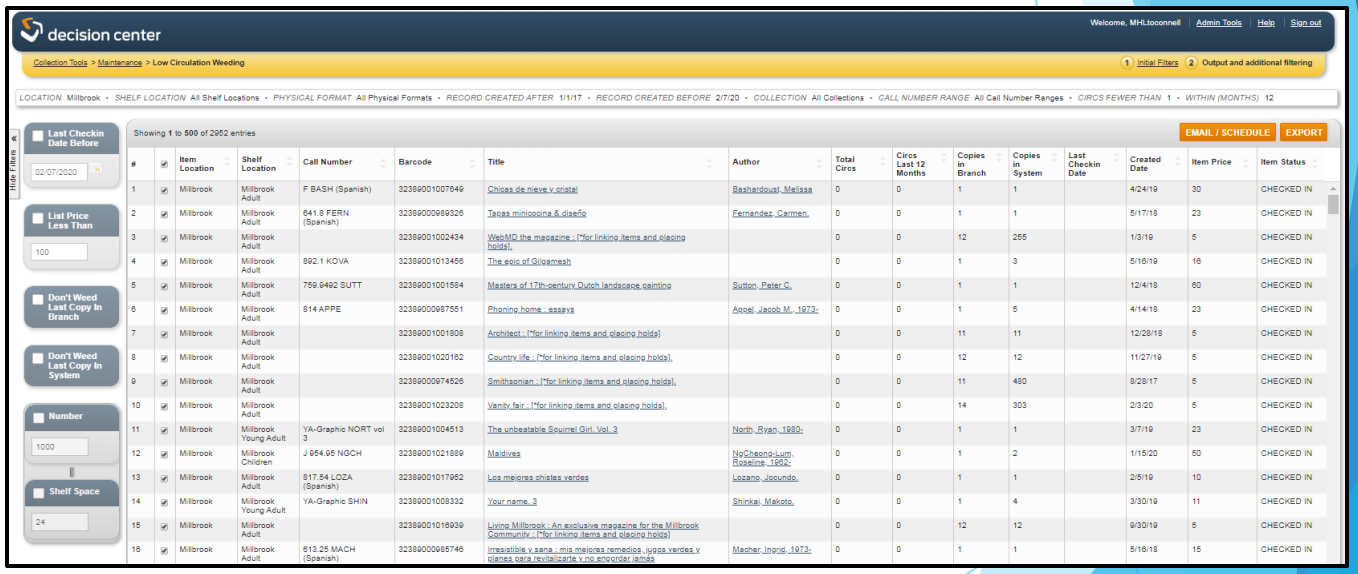




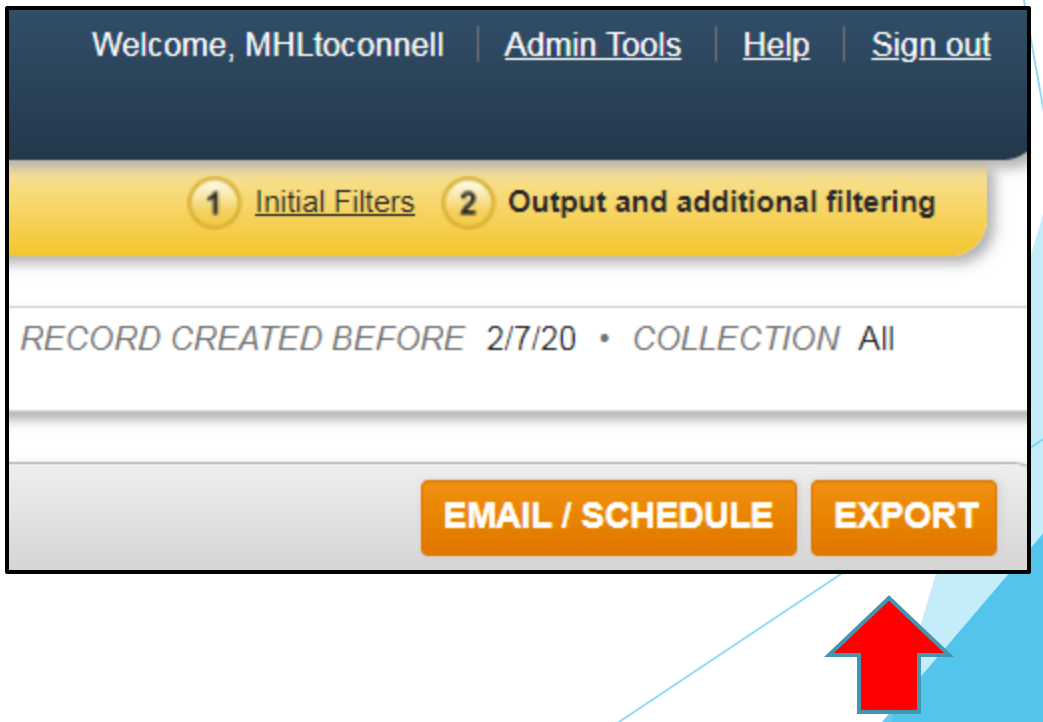
Decision Center – Creating Reports

- **Creating and running a report**
  - ***Exporting reports***
    - Run a Decision Center report



Decision Center – Creating Reports

- **Creating and running a report**
  - ***Exporting reports***
    - Run a Decision Center report
    - Choose **Export** to export your results and select a file format.



Decision Center – Creating Reports

- **Creating and running a report**
  - ***Exporting reports***
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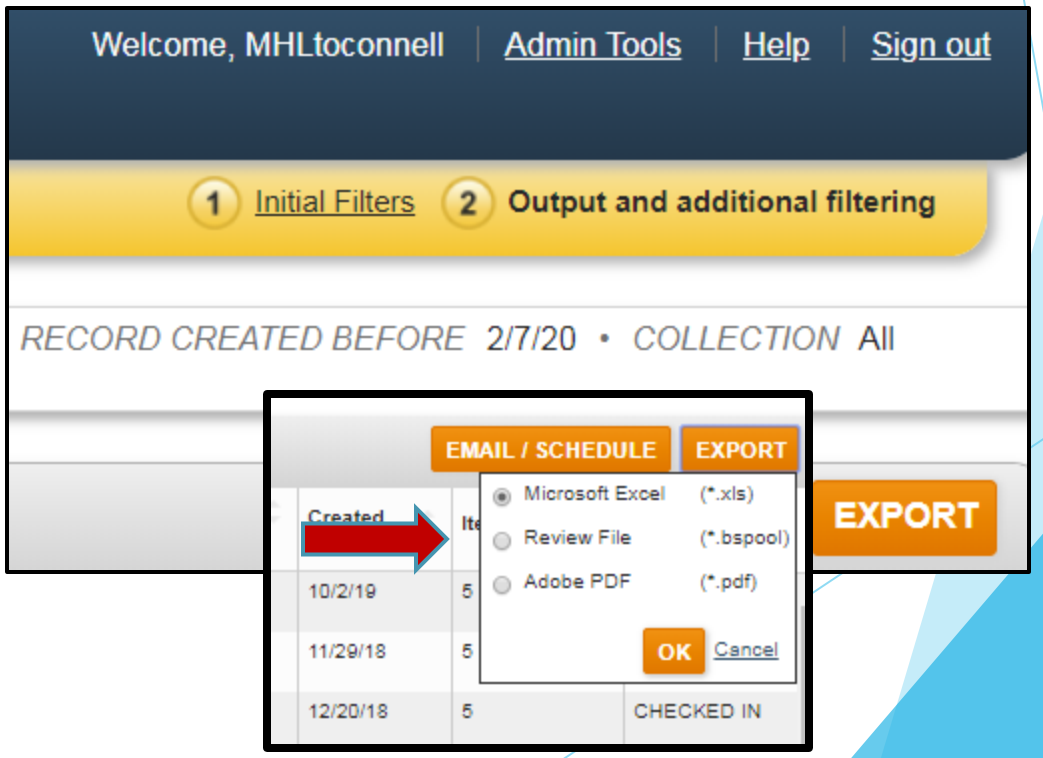
    - Choose **Export** to export your results and select a file format.
  - You can work with exported review files using the ***Create Lists*** function in Sierra.



Decision Center – Creating Reports

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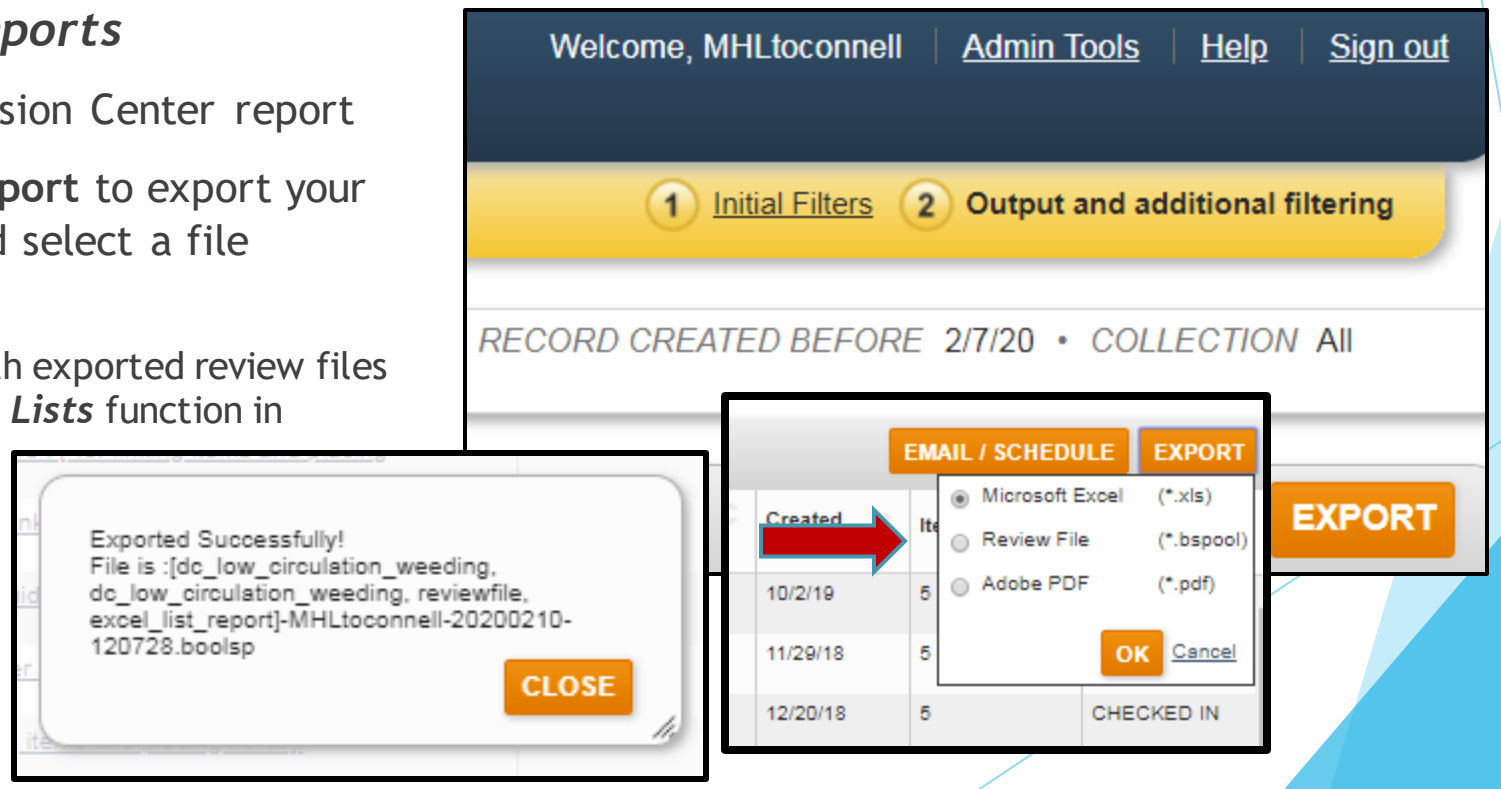

Decision Center – Creating Reports

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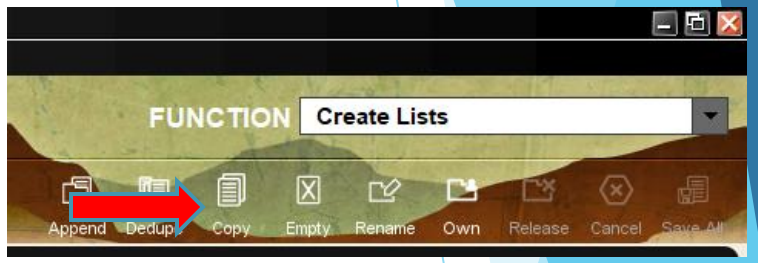

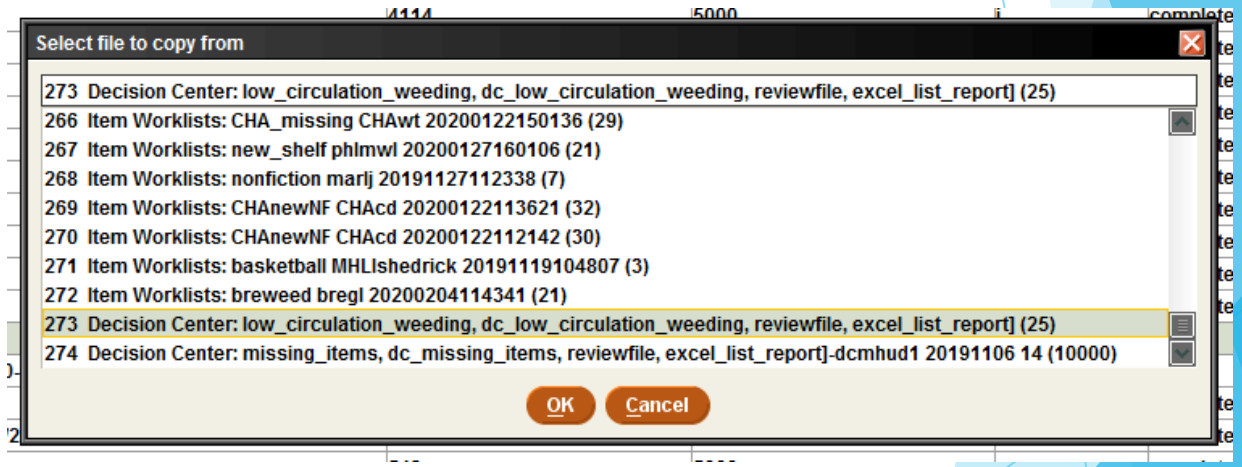

Decision Center – Creating Reports

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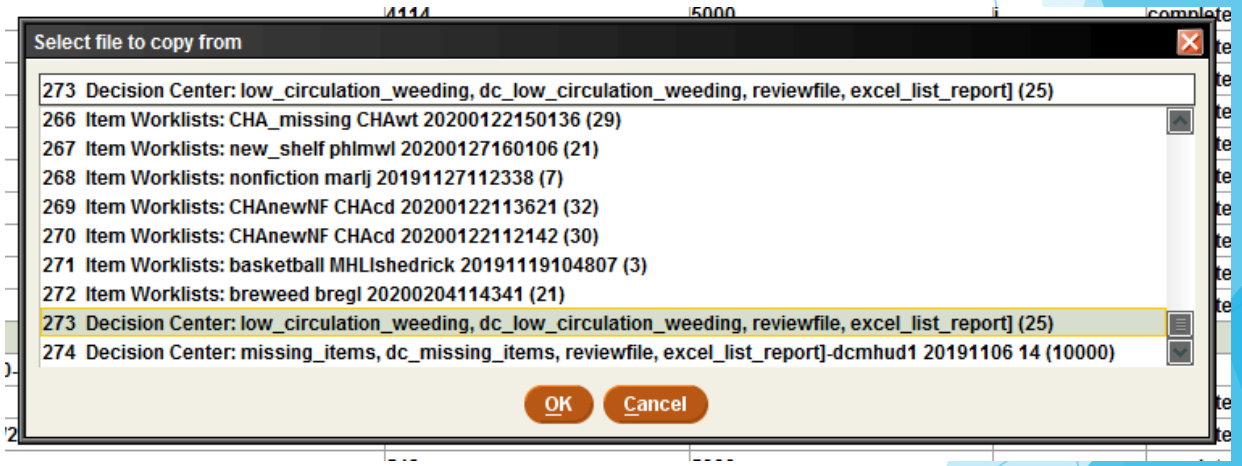
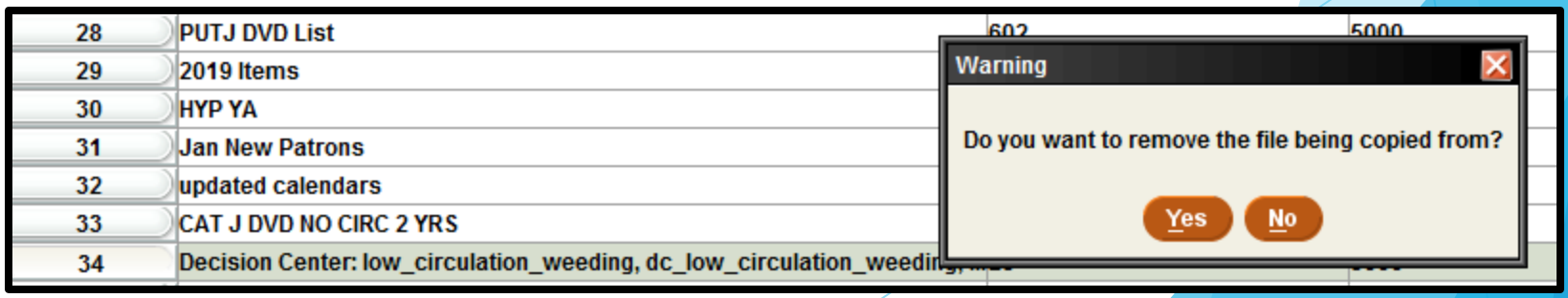
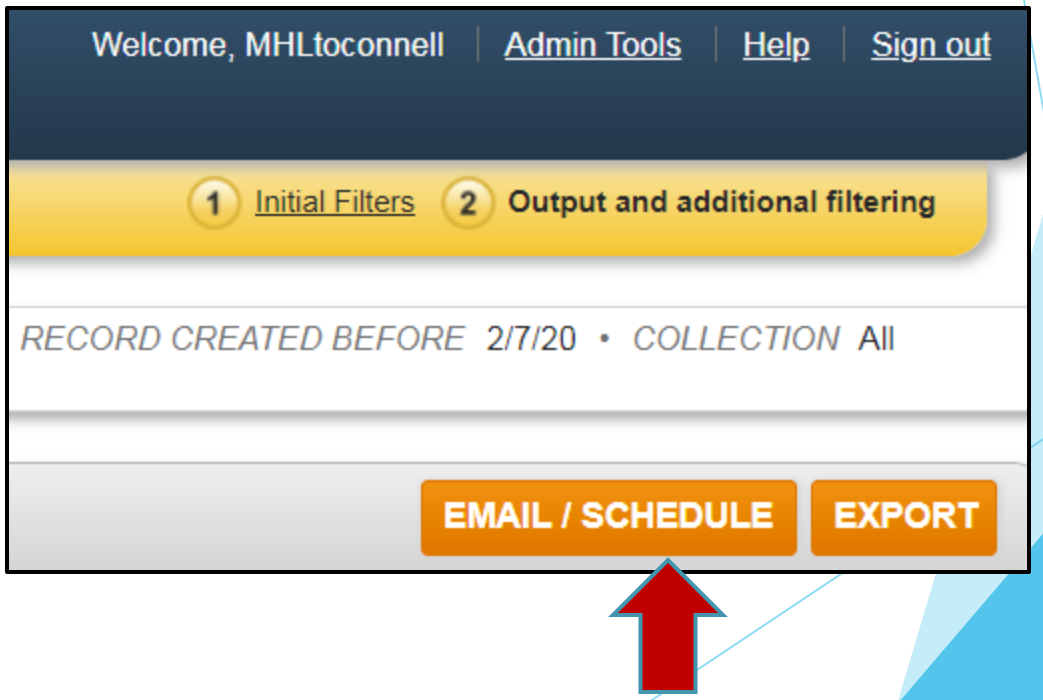




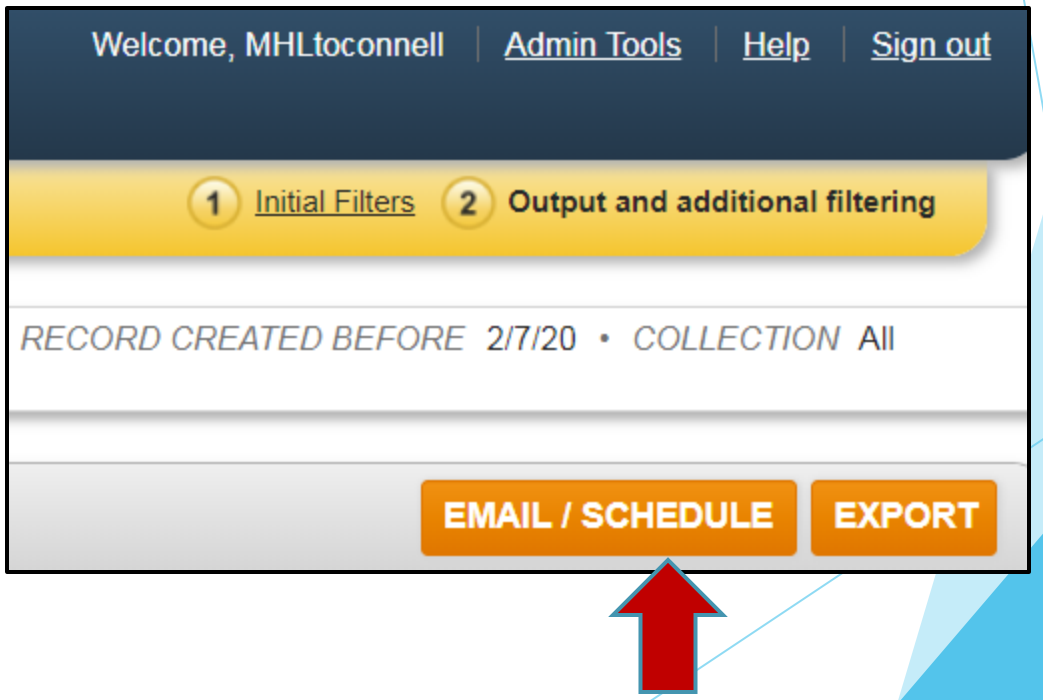
Decision Center – Creating Reports

- **Scheduling reports**
- Decision Center's scheduling feature enables you to save a report configuration so that you can run the same report later.



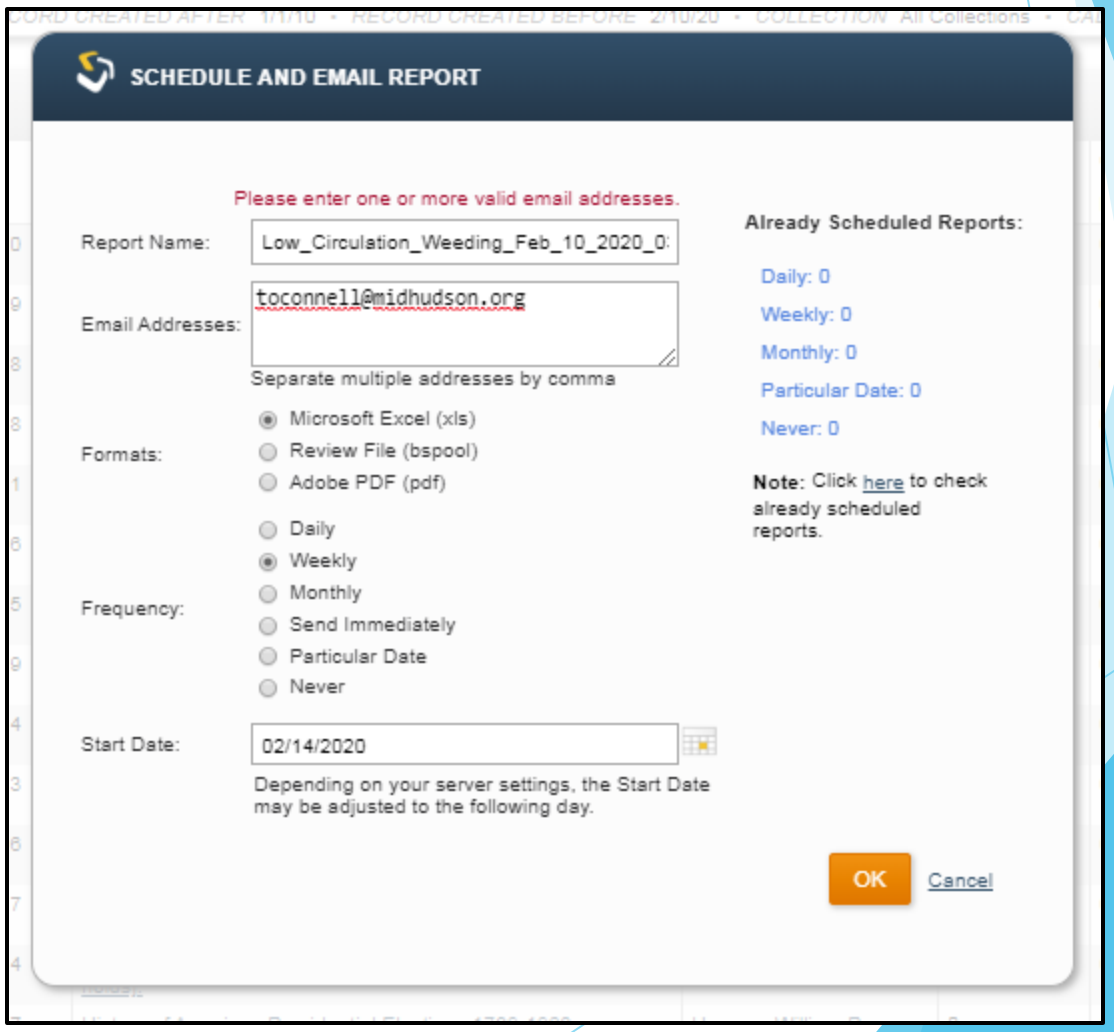
Decision Center – Creating Reports

- **Scheduling reports**
- Decision Center's scheduling feature enables you to save a report configuration so that you can run the same report later.
- You can also schedule saved reports to automatically run daily, weekly, or monthly.



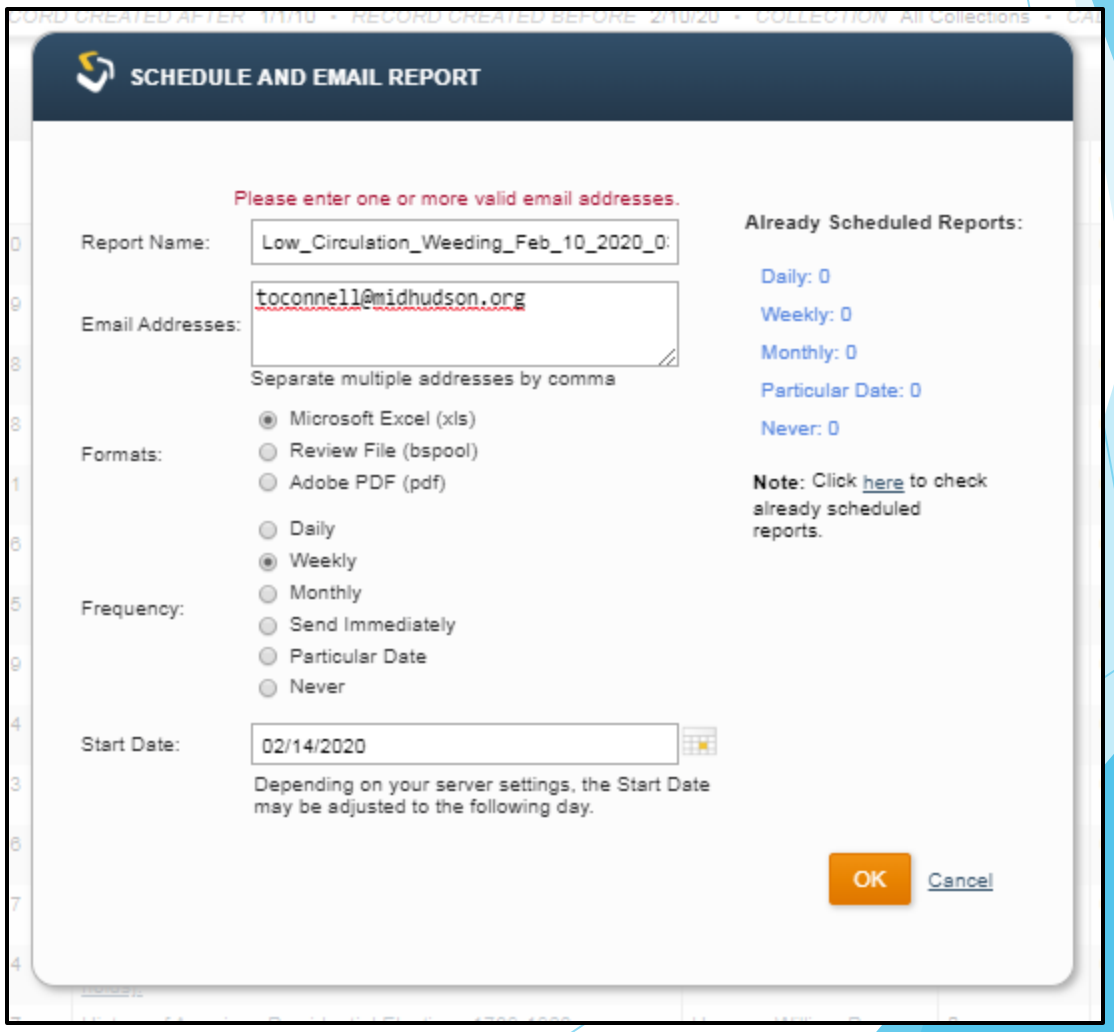
Decision Center – Creating Reports

- **Scheduling reports**
  - For automatically-run reports, Decision Center emails the report results to the recipients chosen during the report's scheduling. Scheduled reports run at the conclusion of overnight data processing.
    - **(7:00 am)**



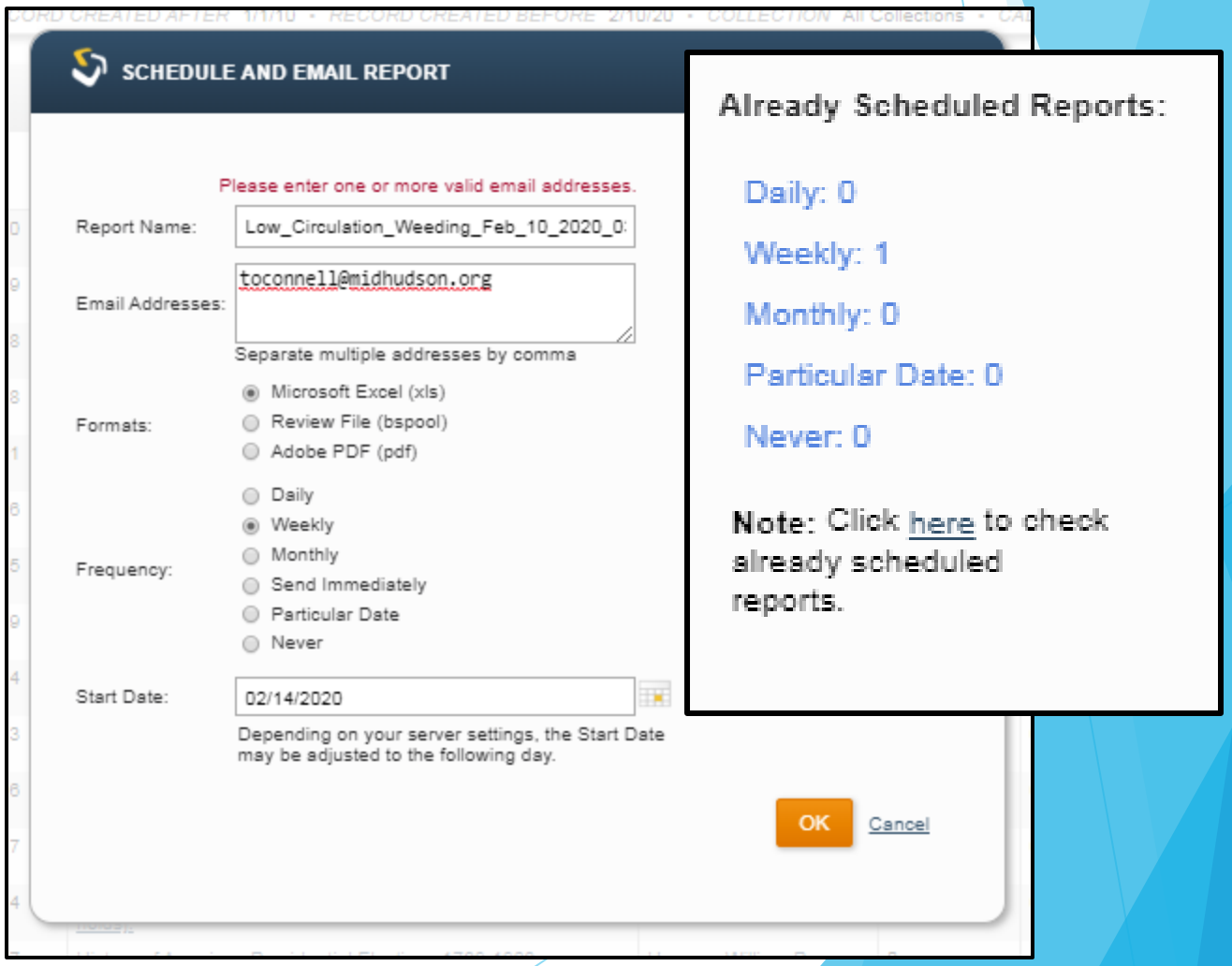
Decision Center – Creating Reports

- **Scheduling reports**
  - From the **Schedule and Email Report** dialog box, define your scheduling parameters –
    - Report Name
    - Email Addresses
    - Formats
    - Frequency



Decision Center – Creating Reports

- **Scheduling reports**
  - From the **Schedule and Email Report** dialog box,
  - choose the **Click here** to check already scheduled reports link in the dialog box.
  - *Sheduled reports associated with my login.*



Decision Center – Creating Reports

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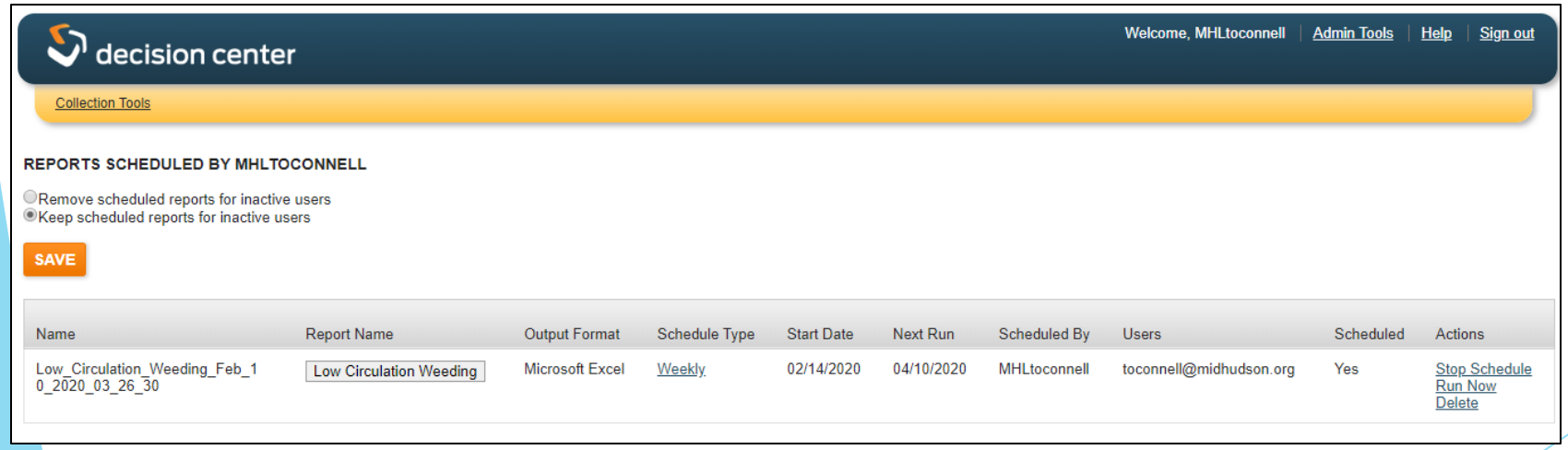

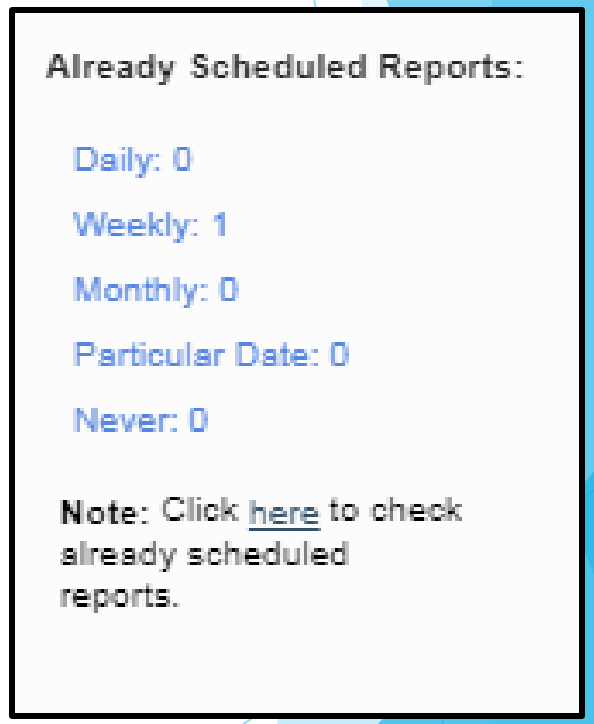

Decision Center – Creating Reports

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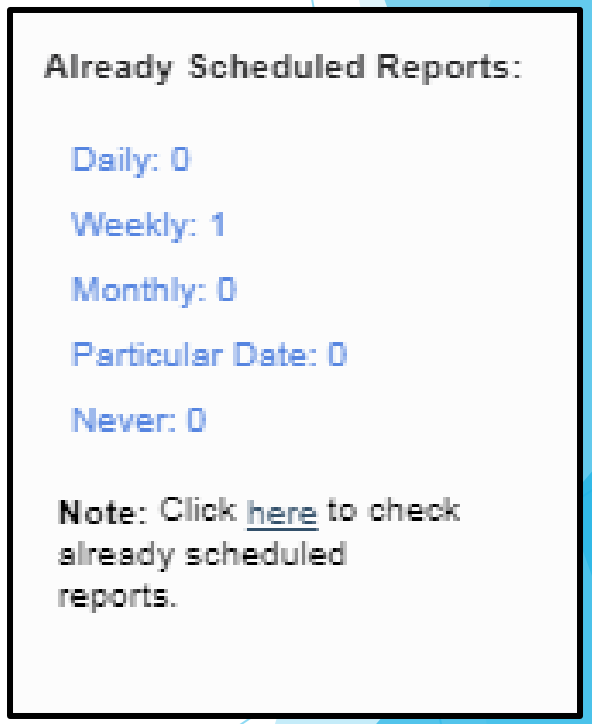

Decision Center – Creating Reports

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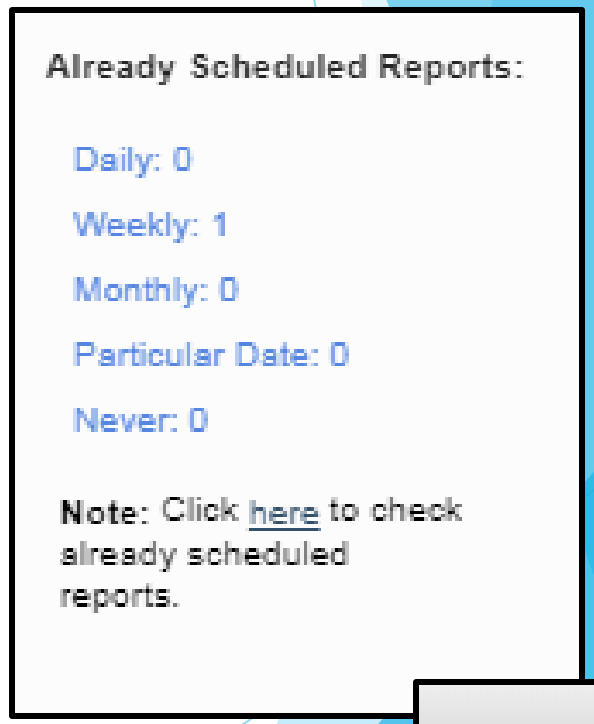
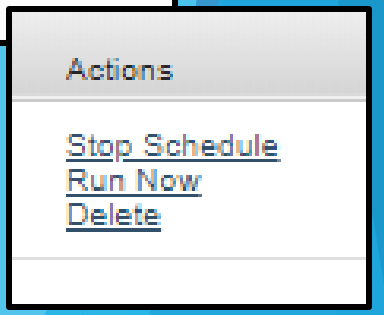


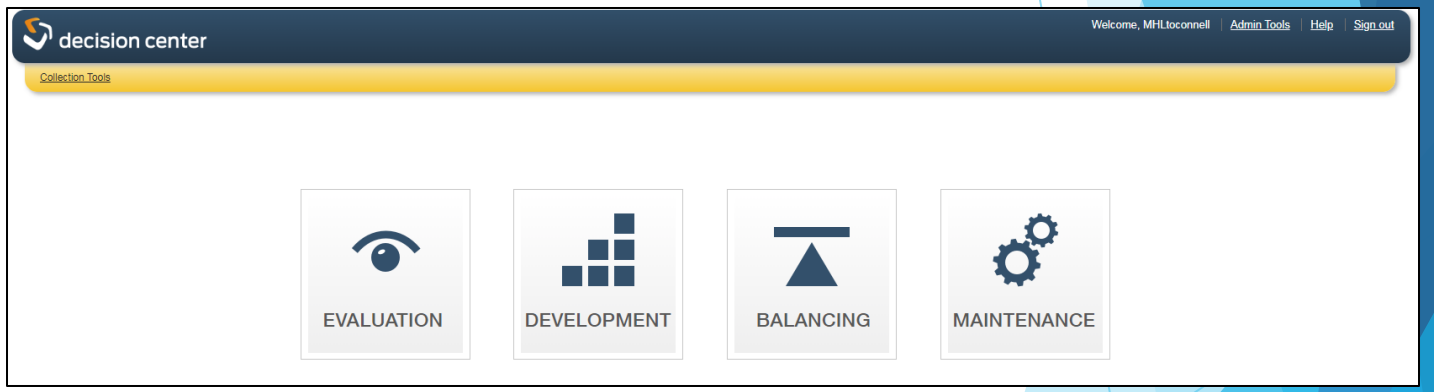


Decision Center – Examples of Reporting

- Let's look at *some* of the reports…

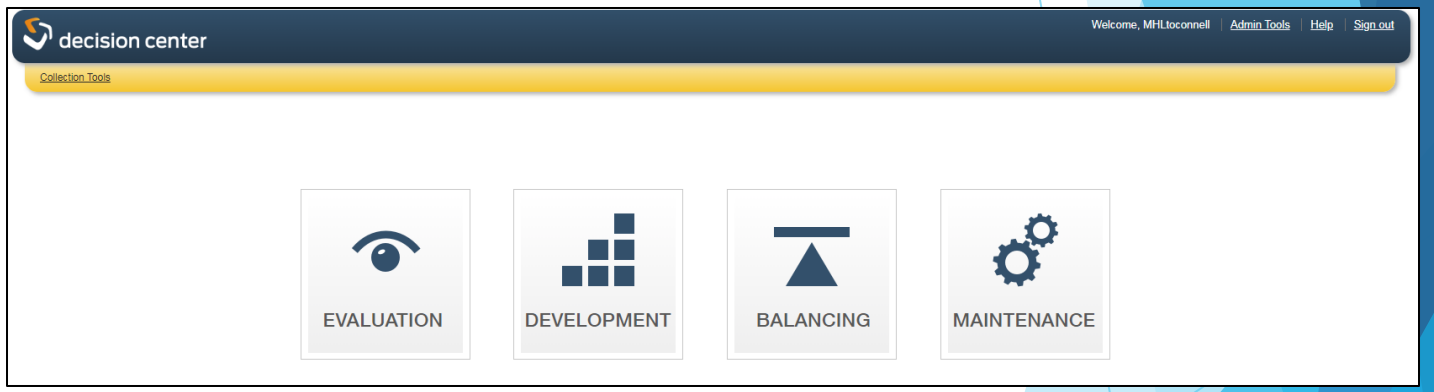
Decision Center – Examples of Reporting

- ***Evaluation: Circulation?***
- Development: Popular Authors
- Balancing: Subject Use
- Maintenance: Low Circulation Weeding



Decision Center – Examples of Reporting

- ***Evaluation: Circulation?***



Decision Center – Examples of Reporting

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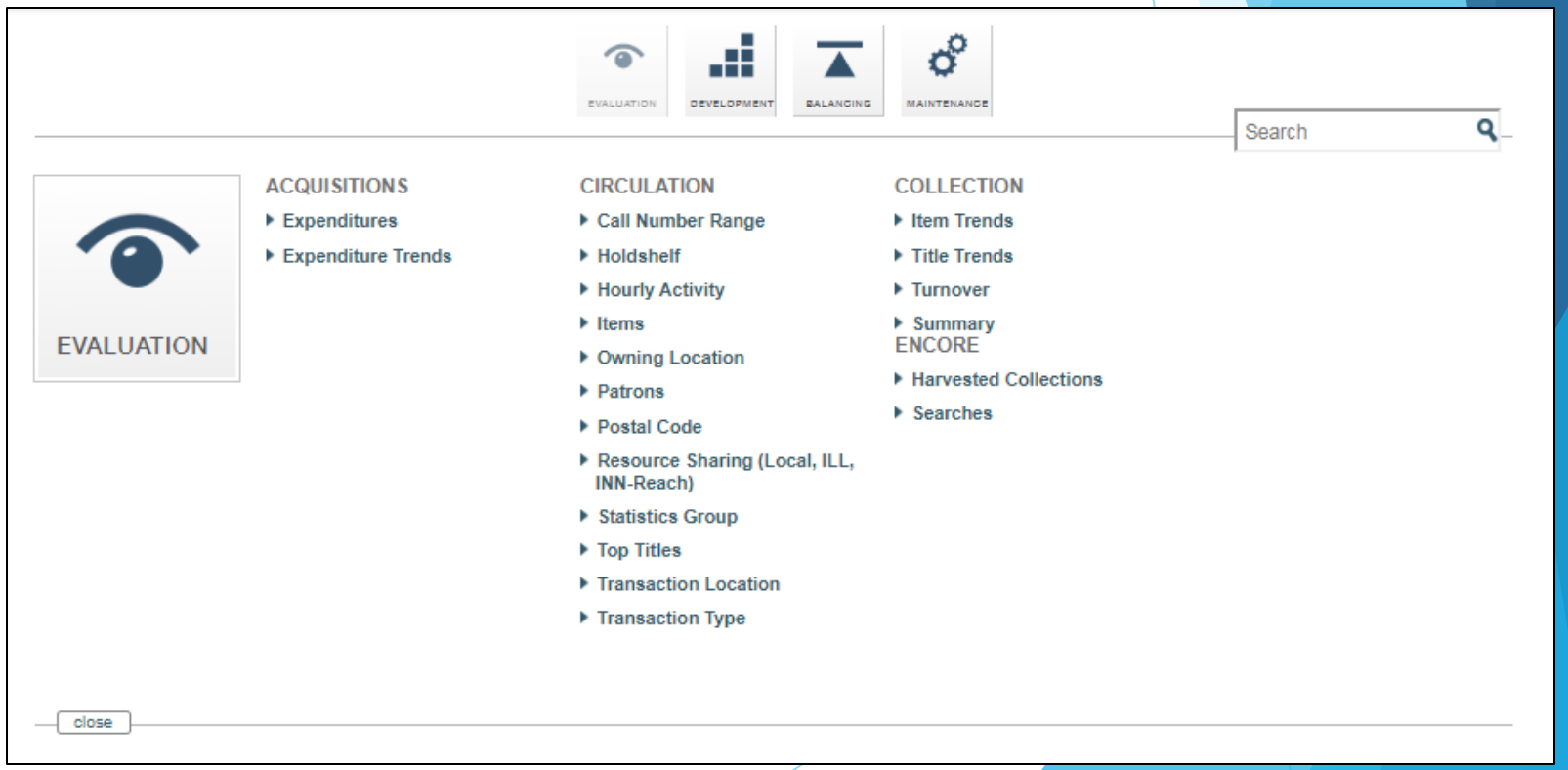

Decision Center – Examples of Reporting

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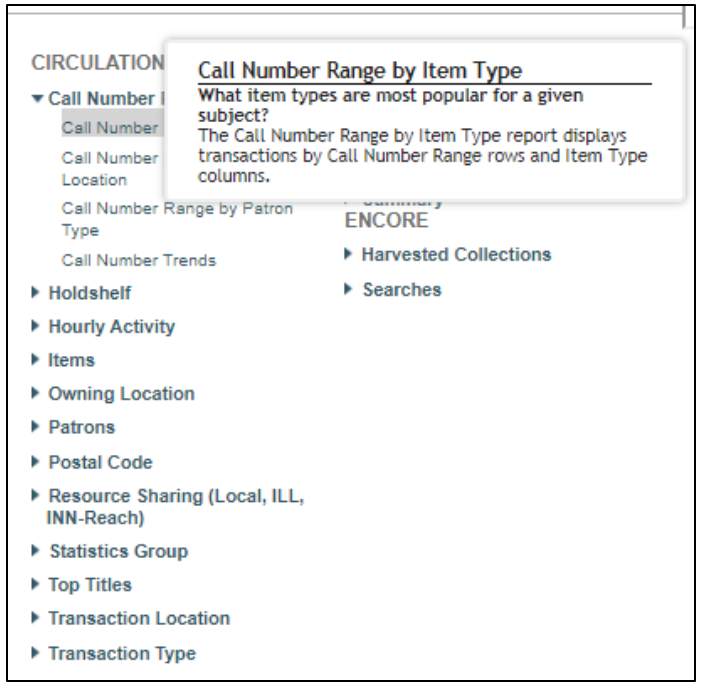

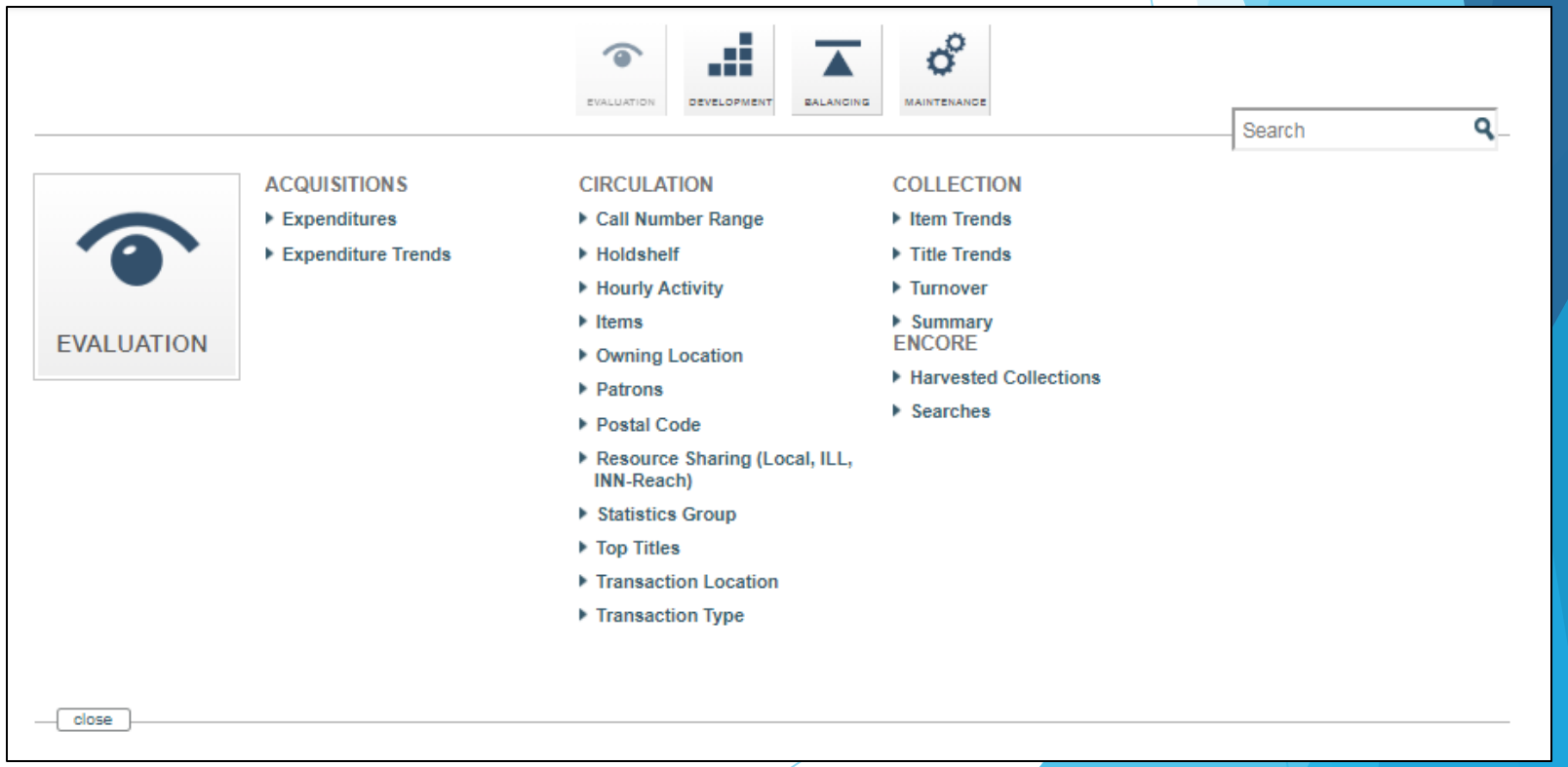

Decision Center – Examples of Reporting

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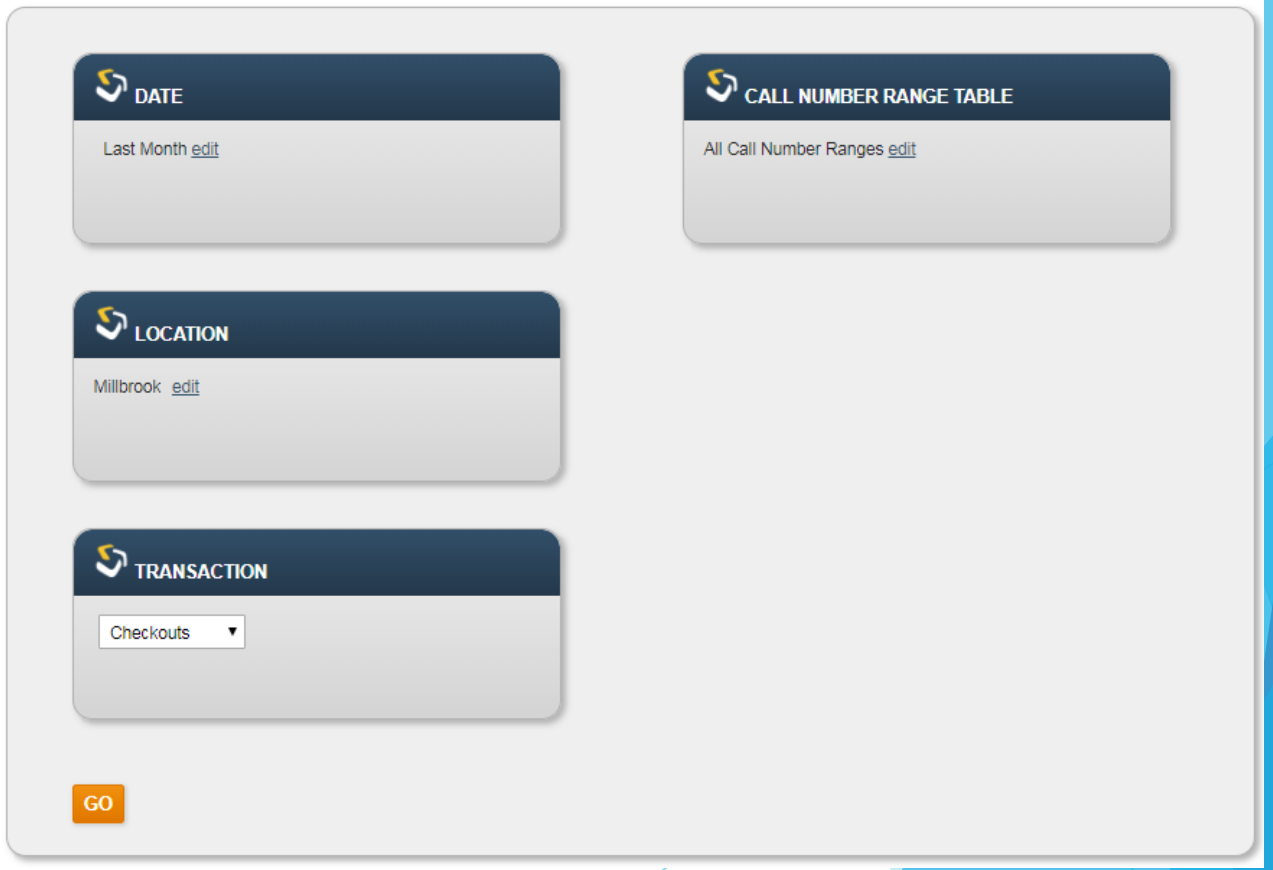

Decision Center – Examples of Reporting

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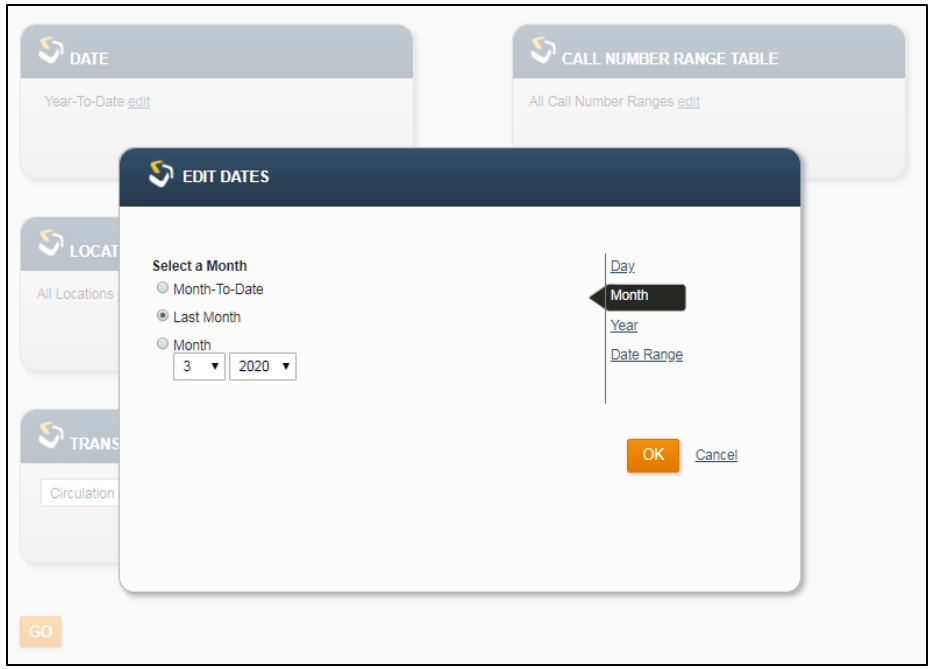

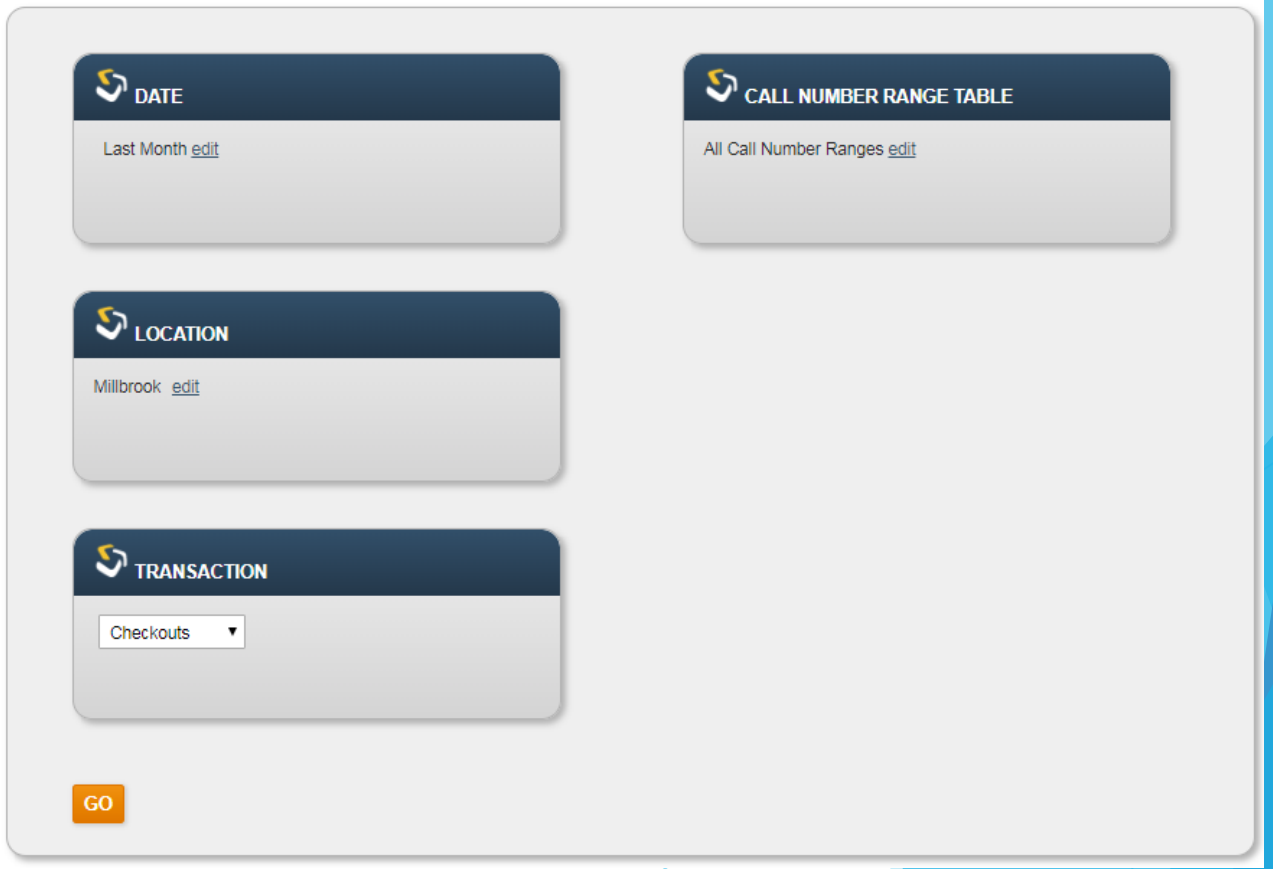

Decision Center – Examples of Reporting

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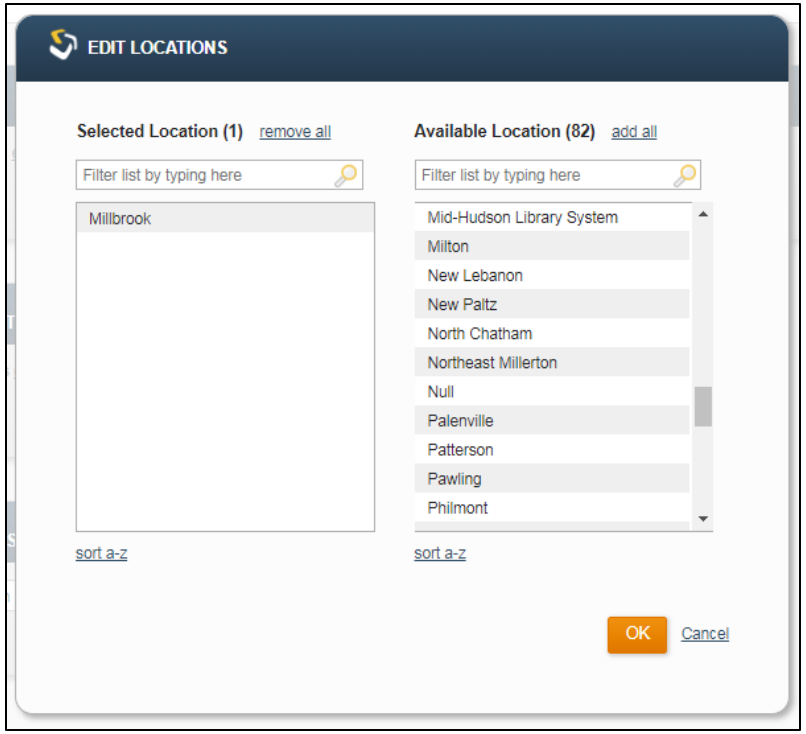

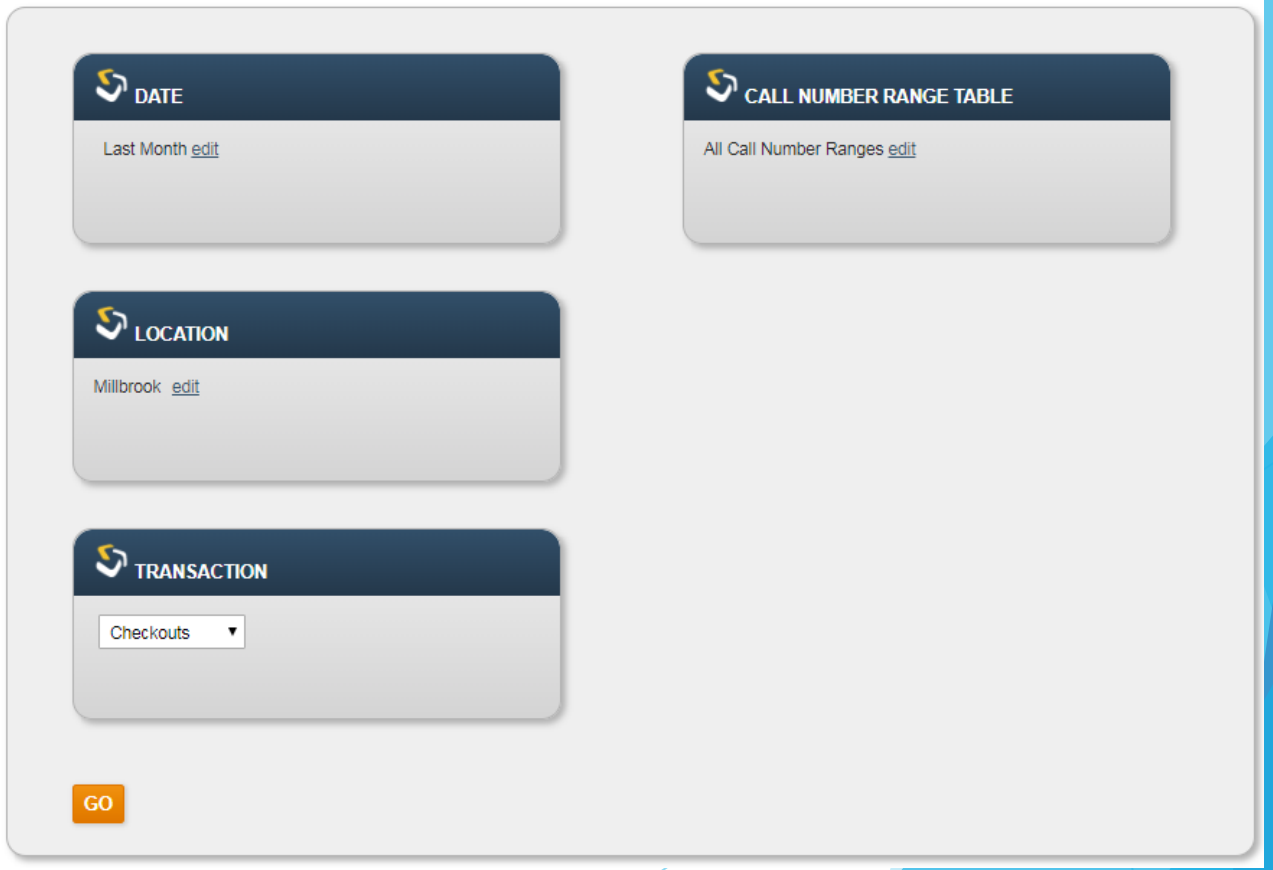

Decision Center – Examples of Reporting

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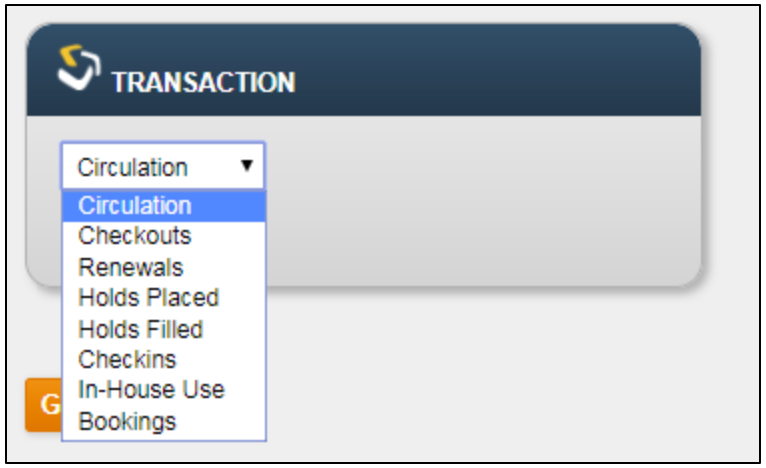
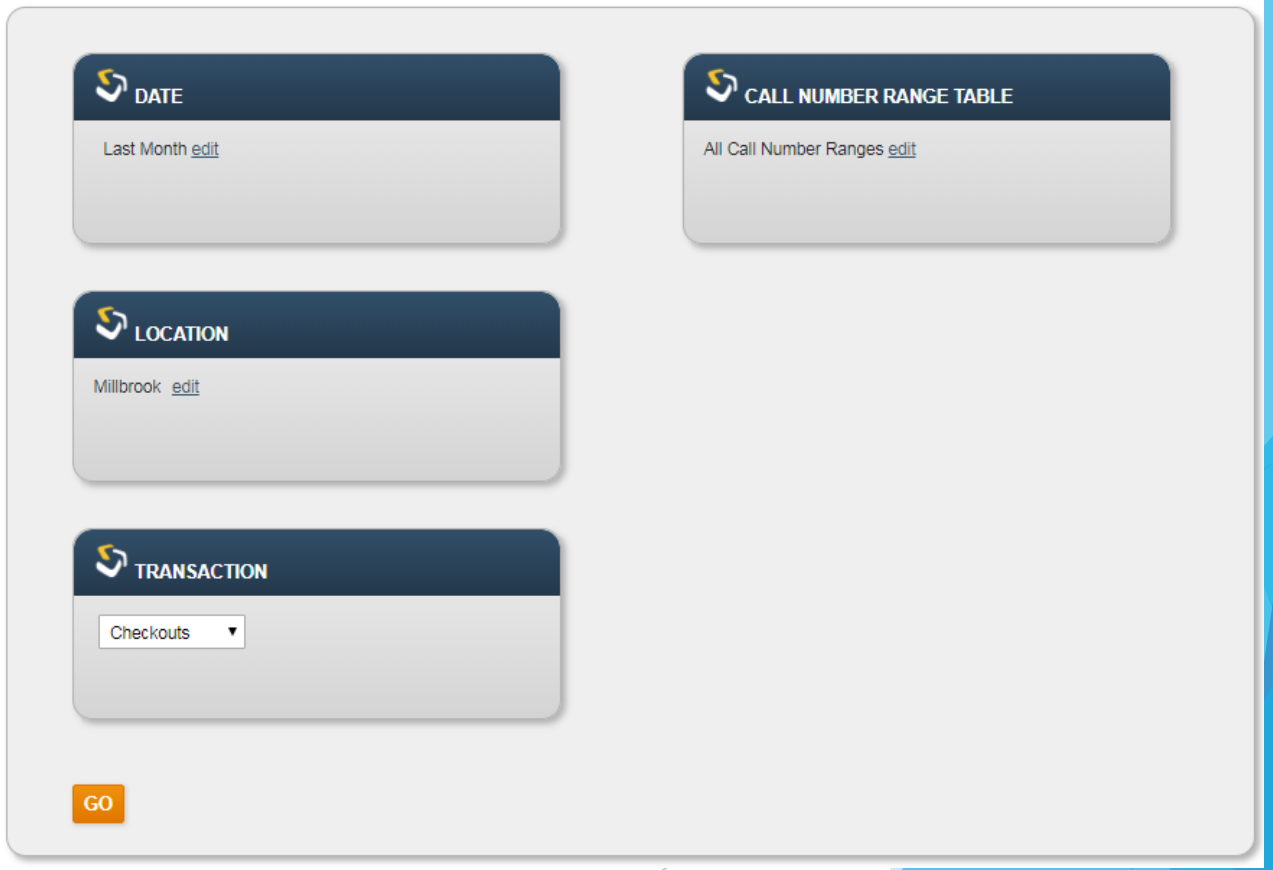




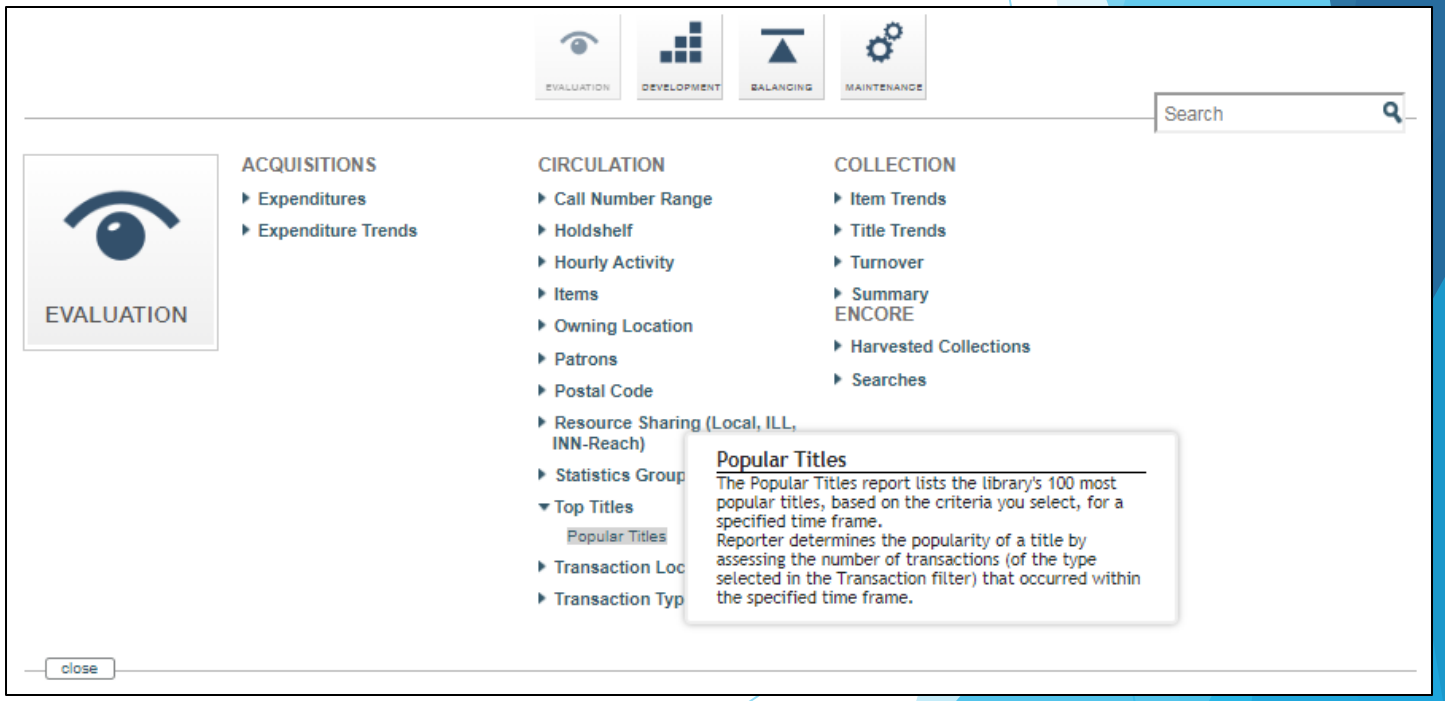
Decision Center – Examples of Reporting

- ***Evaluation: Circulation?***

Call Number Range	All Item Types	Book	DVD	Short loan Book	Large Print
All Call Number Ranges	**2,385**	**1,613**	**323**	**126**	**110**
640-669 Home Economics	38	38	0	0	0
350-369 Public Admin, Soc Services	18	18	0	0	0
740-749 Drawing	15	15	0	0	0
300-309 Social Sciences	14	14	0	0	0
330-339 Economics	12	12	0	0	0
616-619 Medicine	12	12	0	0	0
914-919 Travel	12	12	0	0	0

Decision Center – Examples of Reporting

- ***Evaluation: Circulation?***



Decision Center – Examples of Reporting

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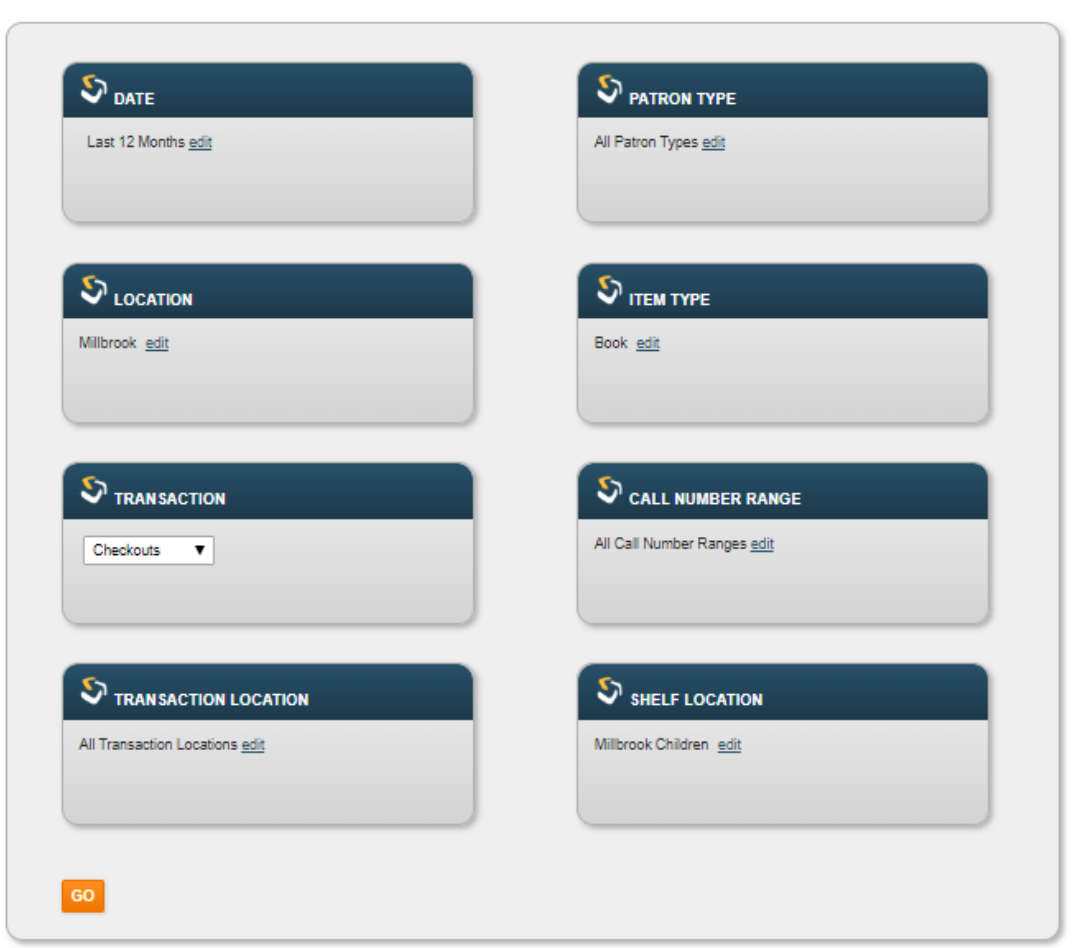

Decision Center – Examples of Reporting

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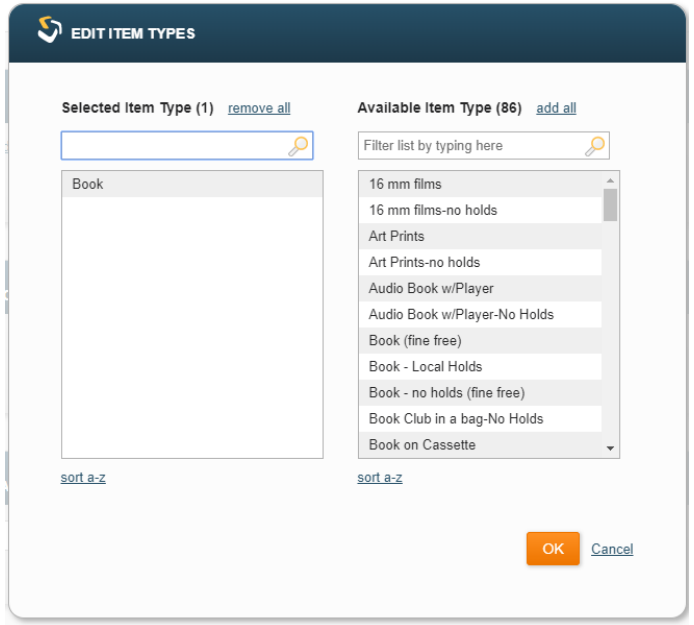
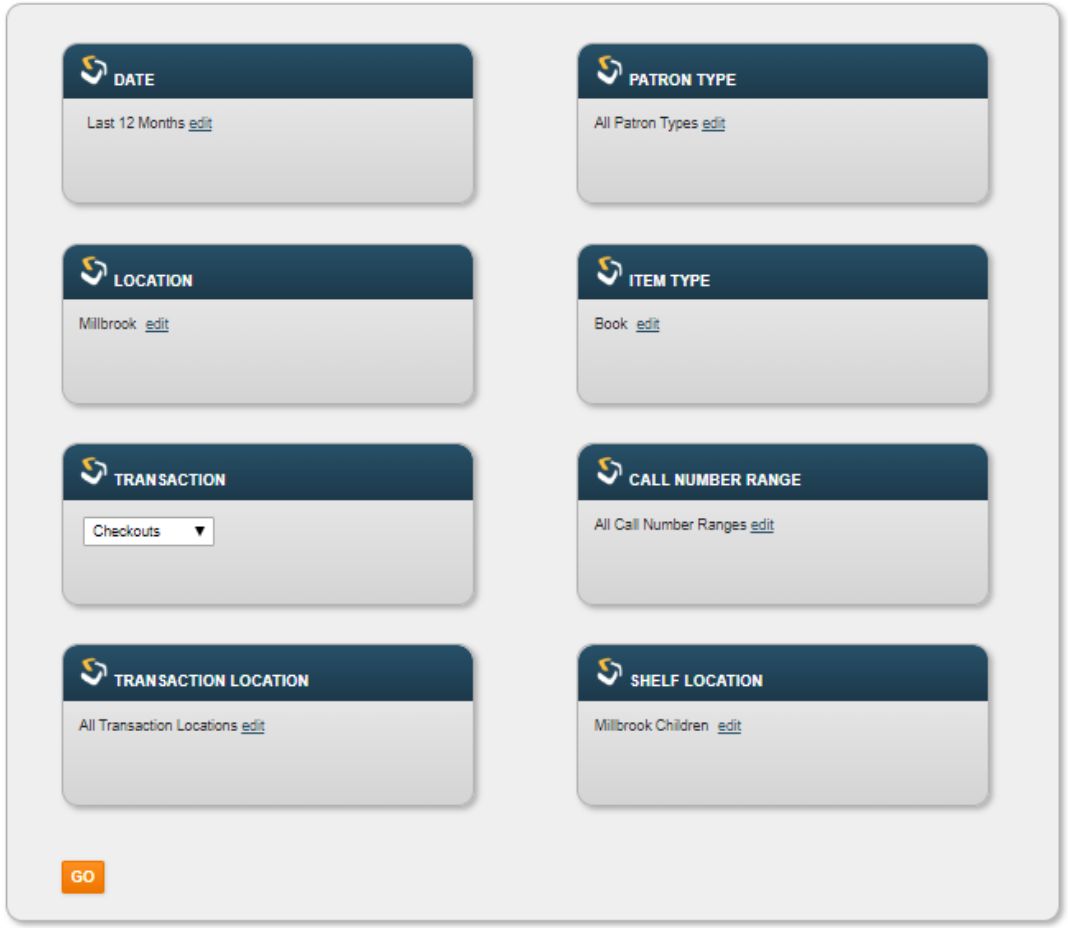
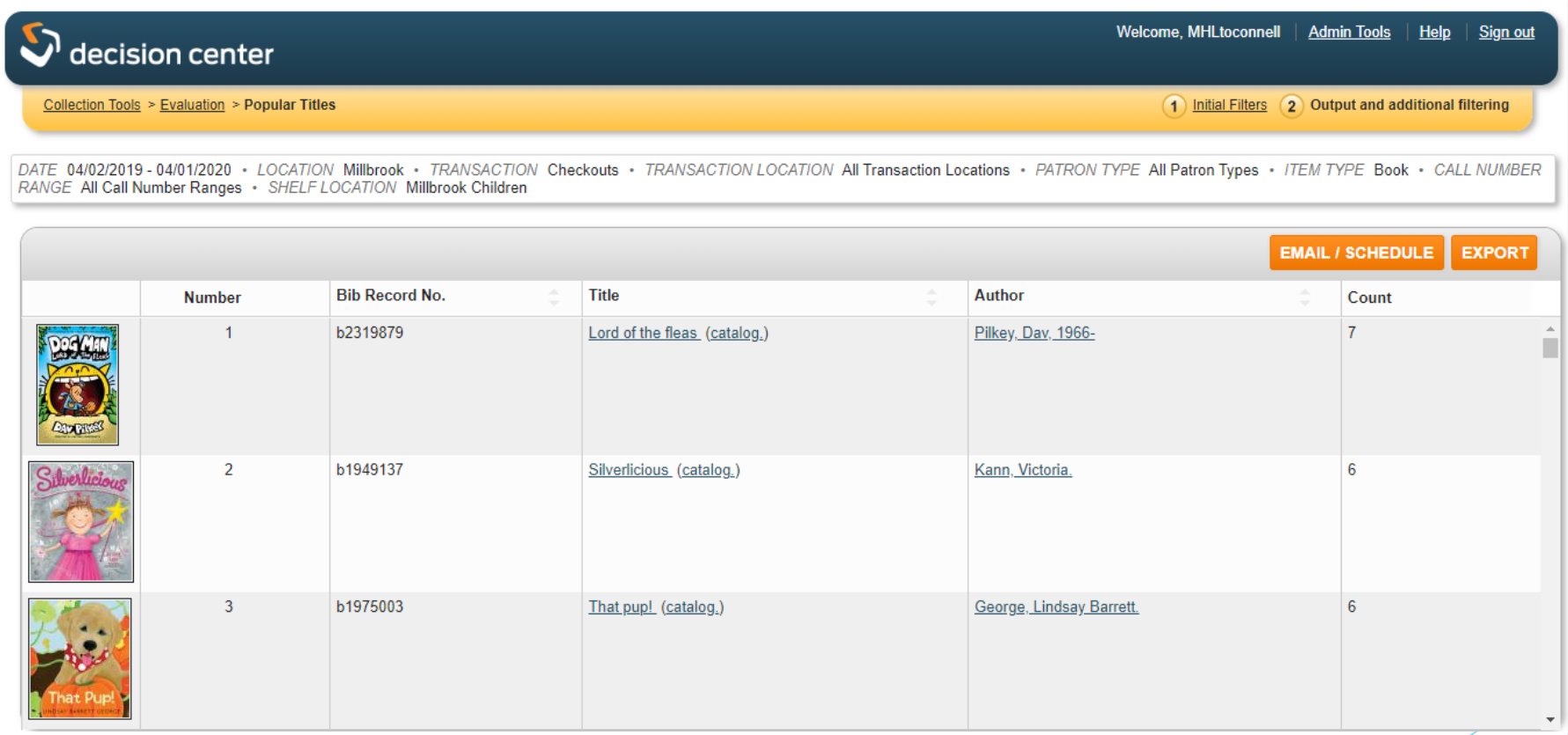


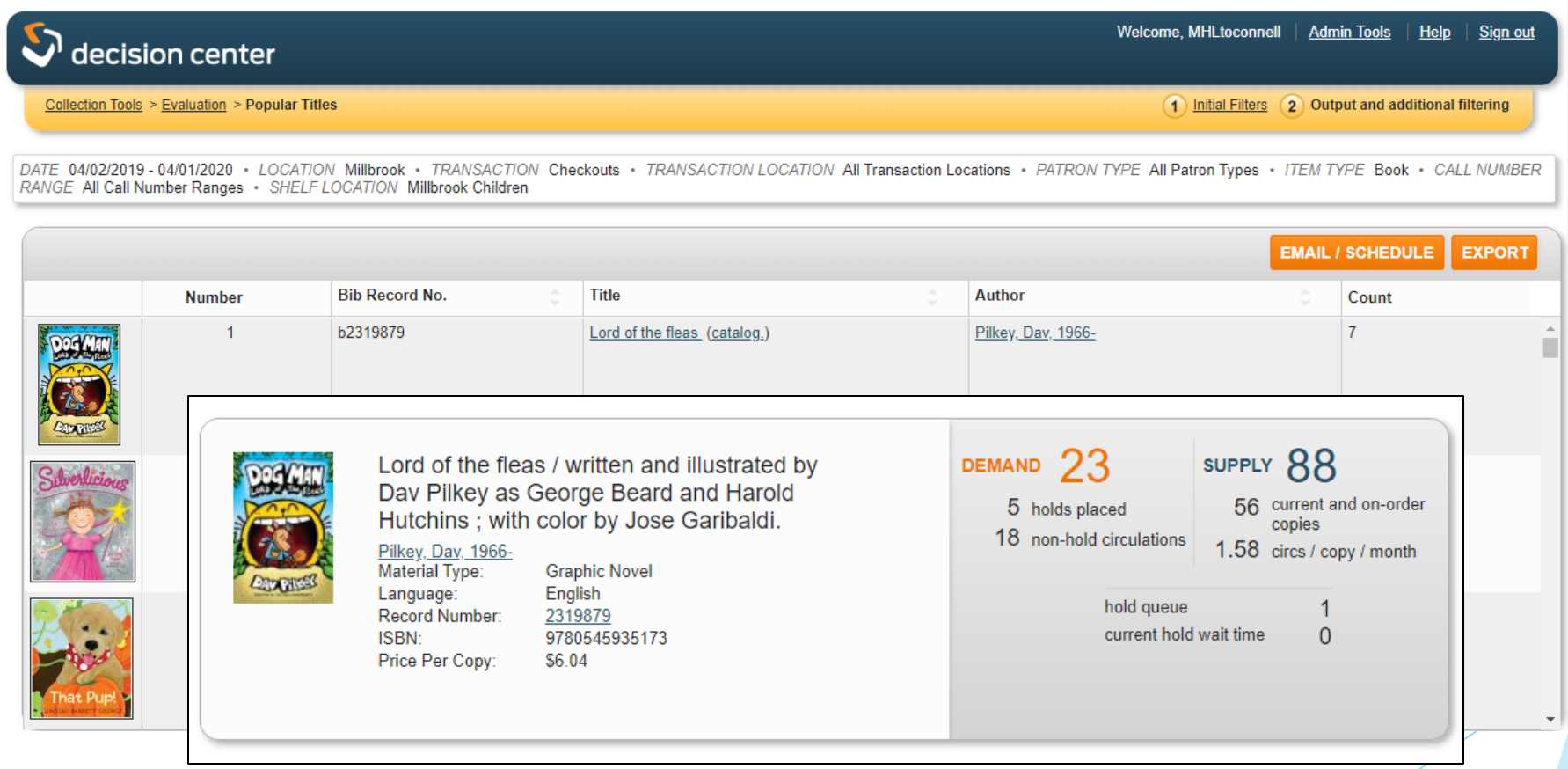


Decision Center – Examples of Reporting



	Number	Bib Record No.	Title	Author	Count
	1	b2319879	Lord of the fleas (catalog.)	Pilkey, Dav, 1966-	7
	2	b1949137	Silverlicious (catalog.)	Kann, Victoria.	6
	3	b1975003	That pup! (catalog.)	George, Lindsay Barrett.	6

Decision Center – Examples of Reporting

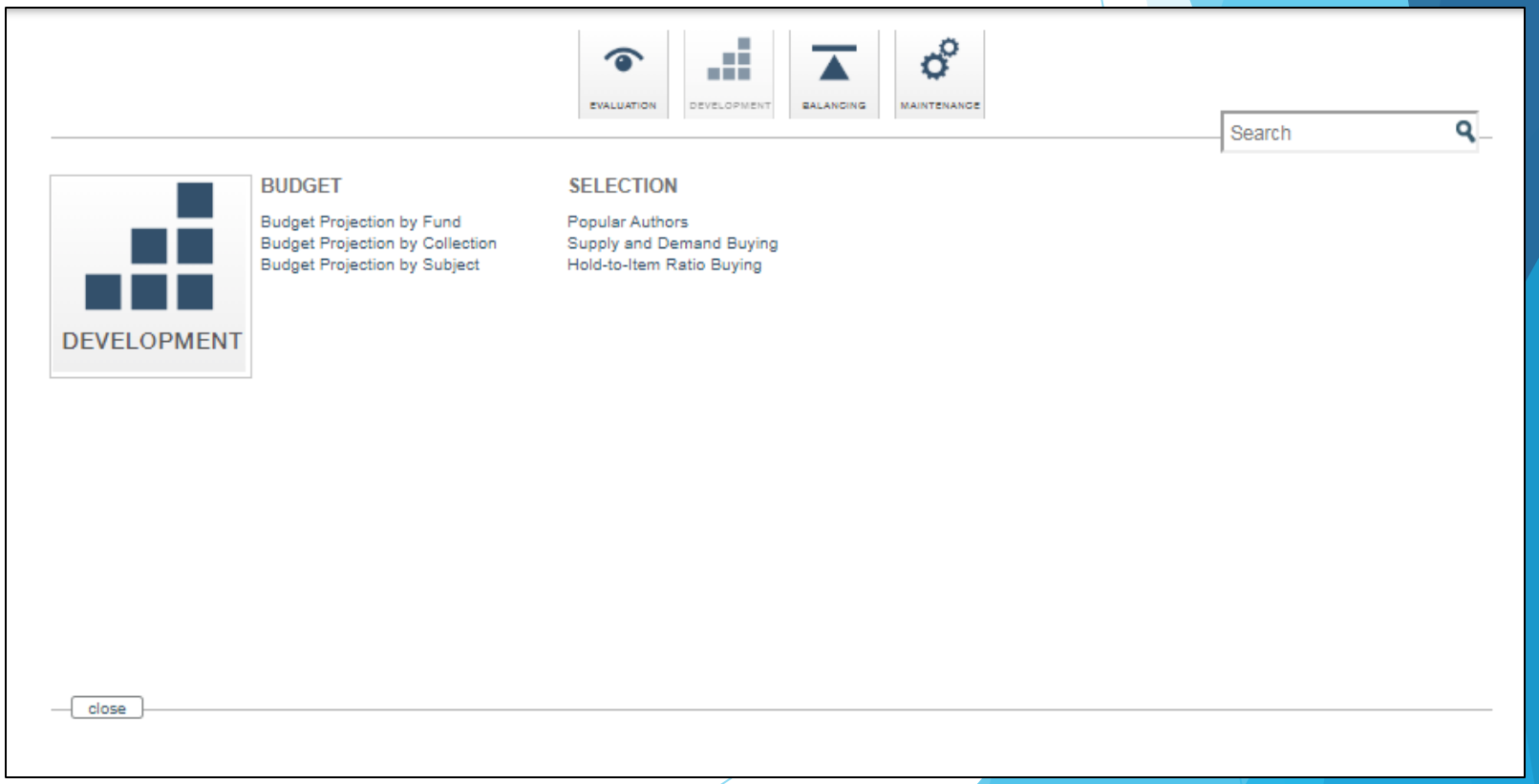


Decision Center – Examples of Reporting

- Evaluation: Circulation?
- ***Development: Popular Authors***
- Balancing: Subject Use
- Maintenance: Low Circulation Weeding

Decision Center – Examples of Reporting

- ***Development: Popular Authors***



Decision Center – Examples of Reporting

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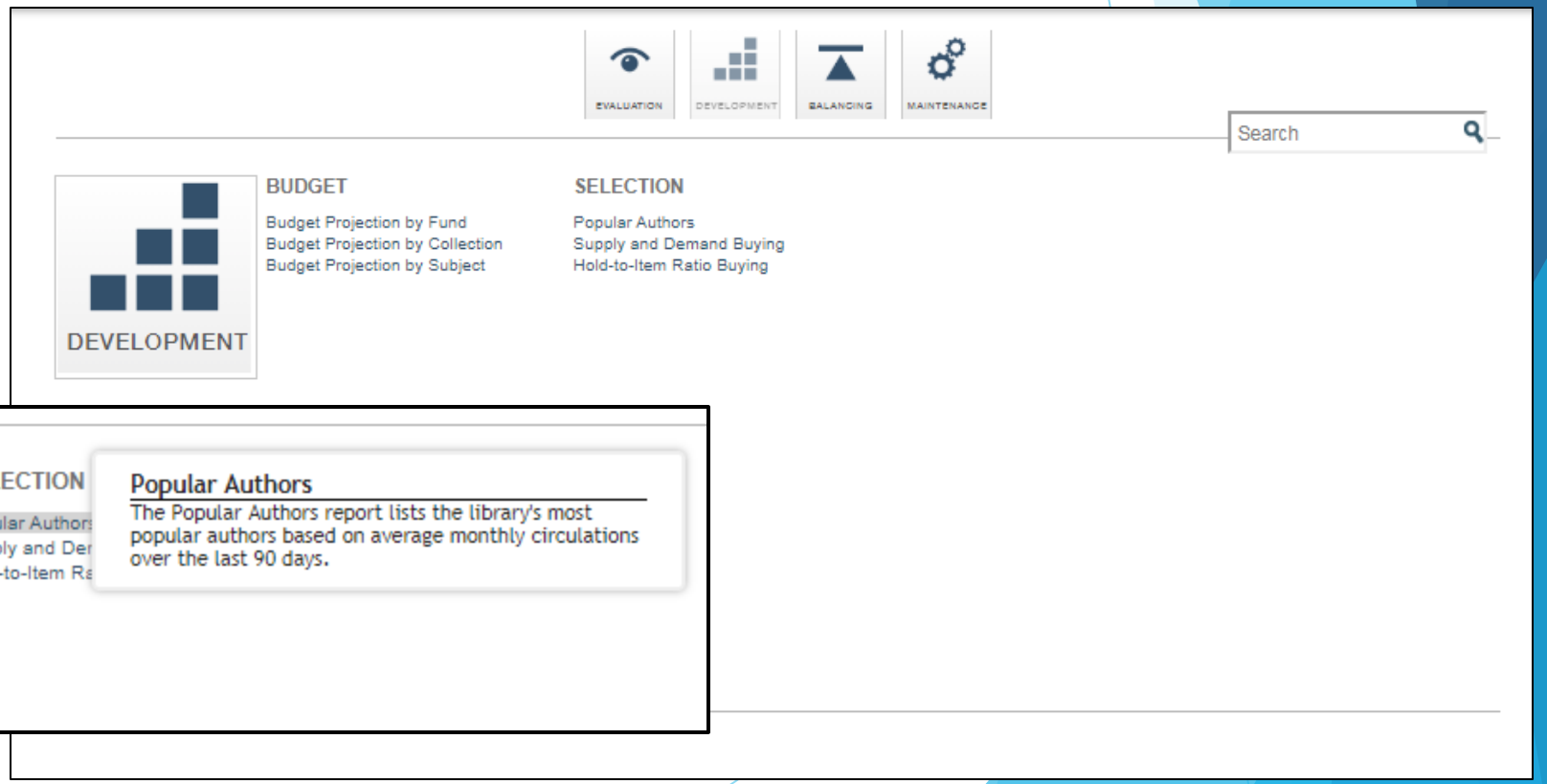

Decision Center – Examples of Reporting

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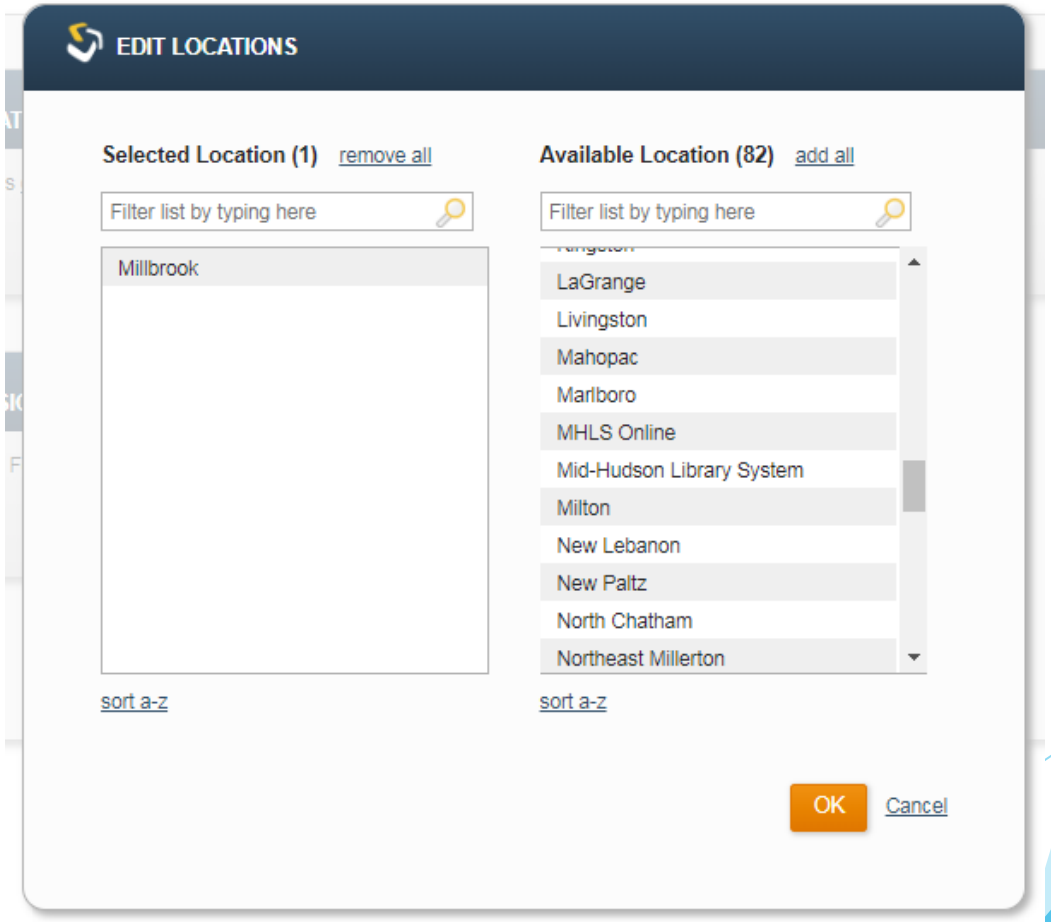

Decision Center – Examples of Reporting

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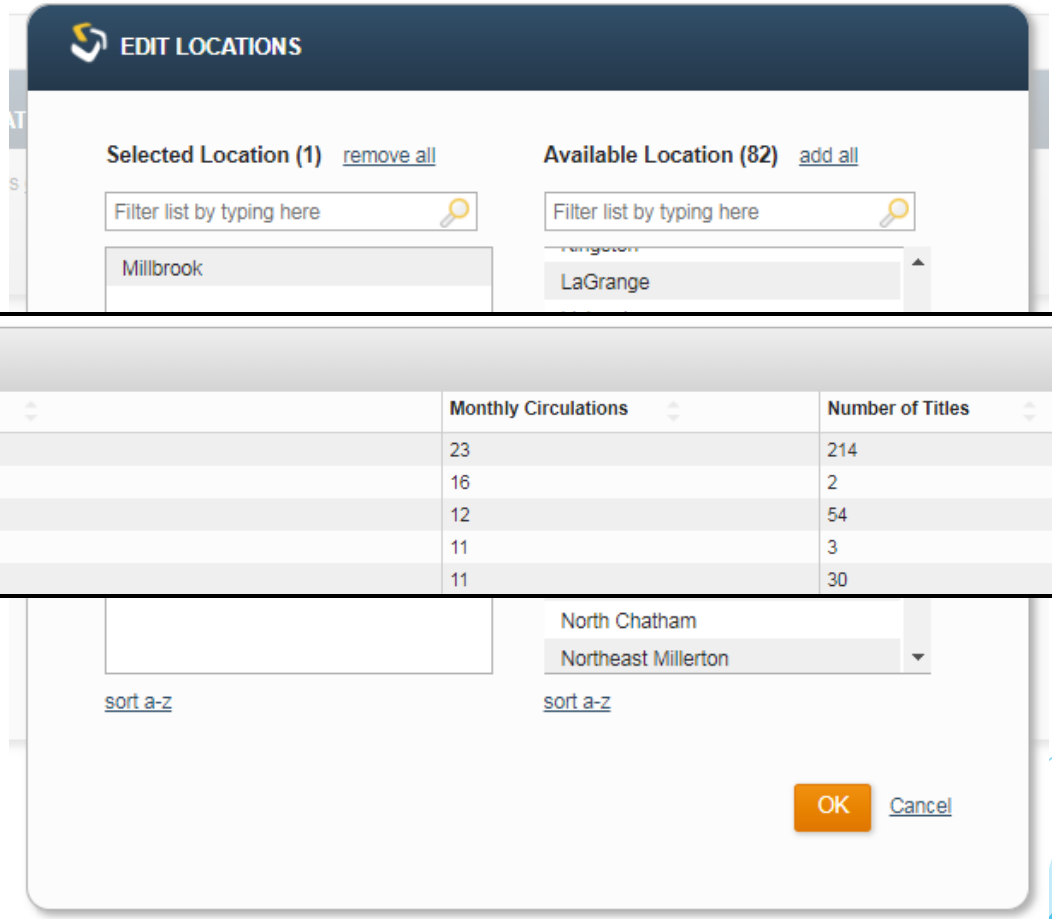


Showing **1** to **500** of 1000 entries

EMAIL / SCHEDULE | EXPORT

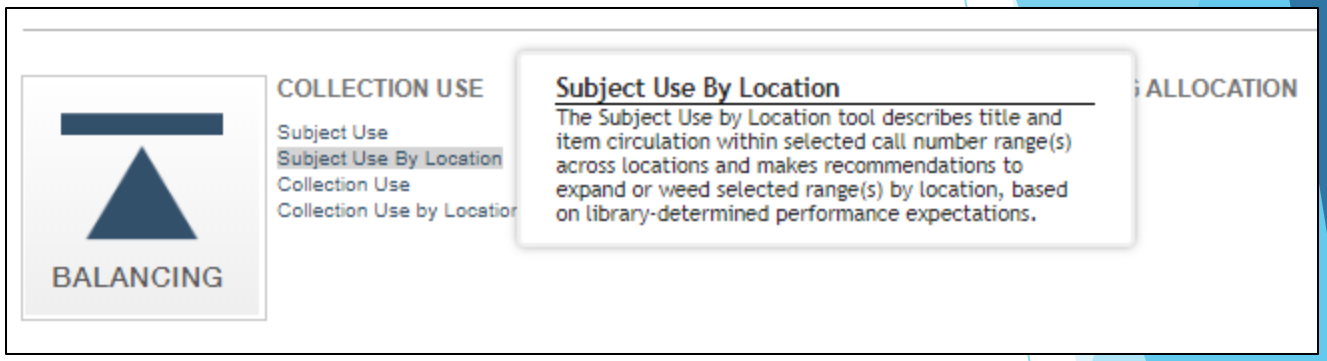
#	Author	Monthly Circulations	Number of Titles	Number of Items
1	Patterson, James, 1947-	23	214	215
2	Skloot, Rebecca, 1972-	16	2	3
3	Baldacci, David.	12	54	54
4	Ivey, Eowyn.	11	3	3
5	Karon, Jan, 1937-	11	30	31

Decision Center – Examples of Reporting

- Evaluation: Circulation?
- Development: Popular Authors
- ***Balancing: Subject Use***
- Maintenance: Low Circulation
  Weeding

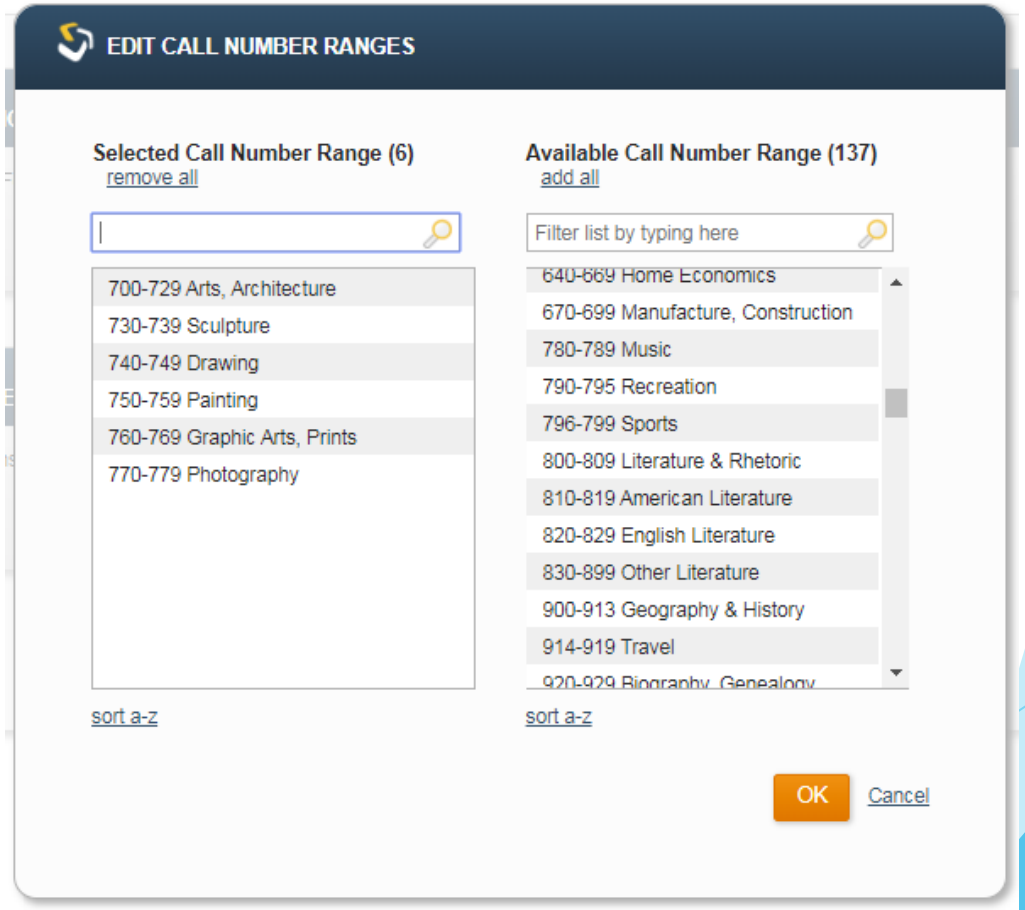
Decision Center – Examples of Reporting

- ***Balancing: Subject Use by Location***



Decision Center – Examples of Reporting

- ***Balancing: Subject Use by Location***



Decision Center – Examples of Reporting

- ***Balancing: Subject Use by Location***

Showing **1** to **67** of 67 entries

EMAIL / SCHEDULE | EXPORT

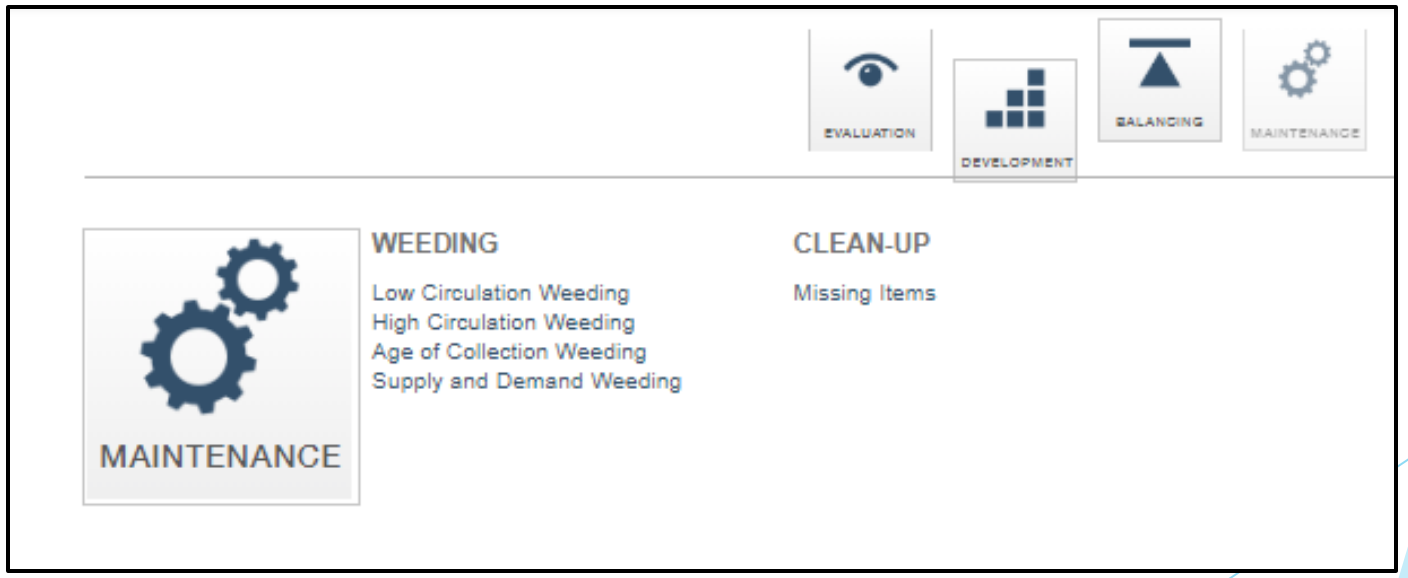
#	Branch	Number of Titles	Number of Items	Checkouts Last 365 Days	Renewals Last 365 Days	Total Circs Last 365 Days	Turnover	Recommendation
40	New Lebanon	183	183	24	12	36	0.2	Weed
41	New Paltz	906	934	170	150	320	0.34	Weed
42	North Chatham	279	284	14	14	28	0.1	Weed
43	Northeast Millerton	267	267	67	36	103	0.39	Weed
44	Palenville	37	37	9	4	13	0.35	Weed
45	Pawling	211	215	69	24	93	0.43	Weed
46	Philmont	148	150	57	86	143	0.95	Weed
47	Phoenicia	31	32	27	24	51	1.59	Expand
48	Pine Hill	78	78	10	5	15	0.19	Weed
49	Pine Plains	149	151	73	30	103	0.68	Weed
50	Plattekill	221	221	63	29	92	0.42	Weed
51	Pleasant Valley	163	163	116	76	192	1.18	Expand
52	Putnam Valley	682	683	40	24	64	0.09	Weed
53	Red Hook	174	174	169	75	244	1.4	Expand
54	Rhinebeck	401	404	177	95	272	0.67	Weed
55	Rhinecliff	249	252	14	19	33	0.13	Weed

Decision Center – Examples of Reporting

- Evaluation: Circulation?
- Development: Popular Authors
- Balancing: Subject Use
- ***Maintenance: Low Circulation Weeding***

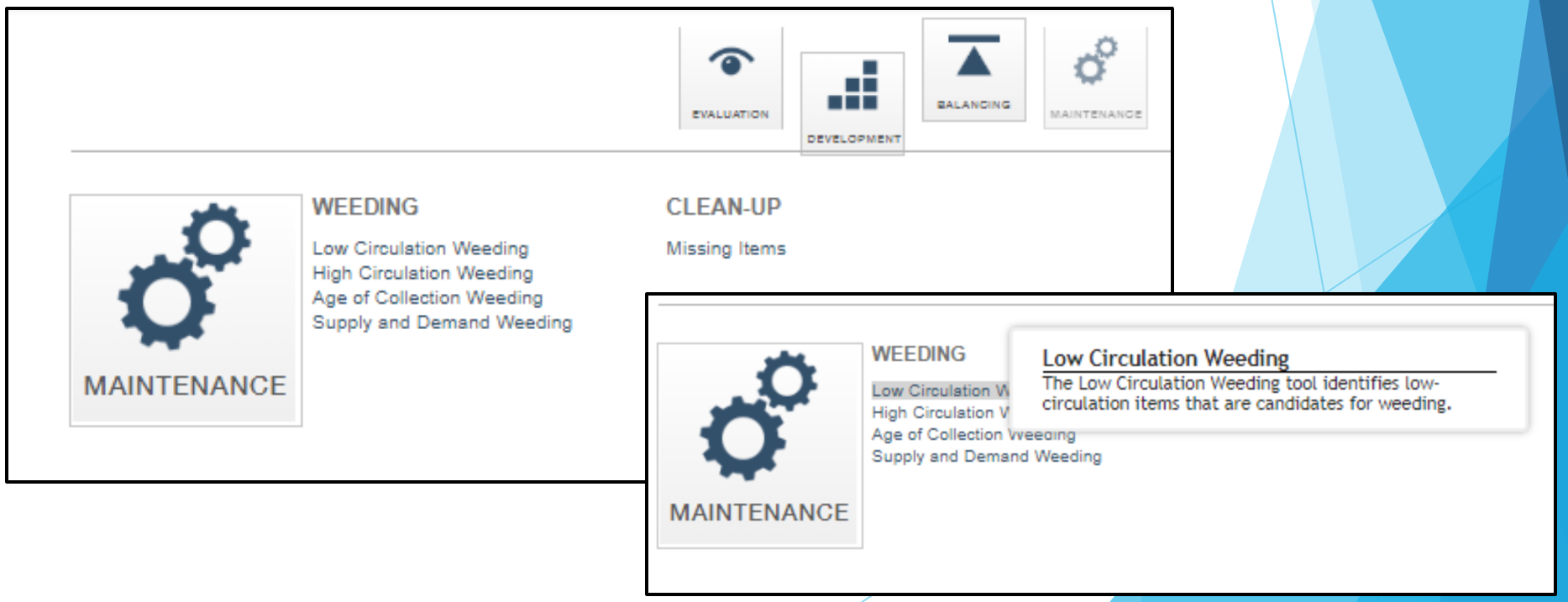
Decision Center – Examples of Reporting

- ***Maintenance: Low Circulation Weeding***



Decision Center – Examples of Reporting

- ***Maintenance: Low Circulation Weeding***



Decision Center – Examples of Reporting

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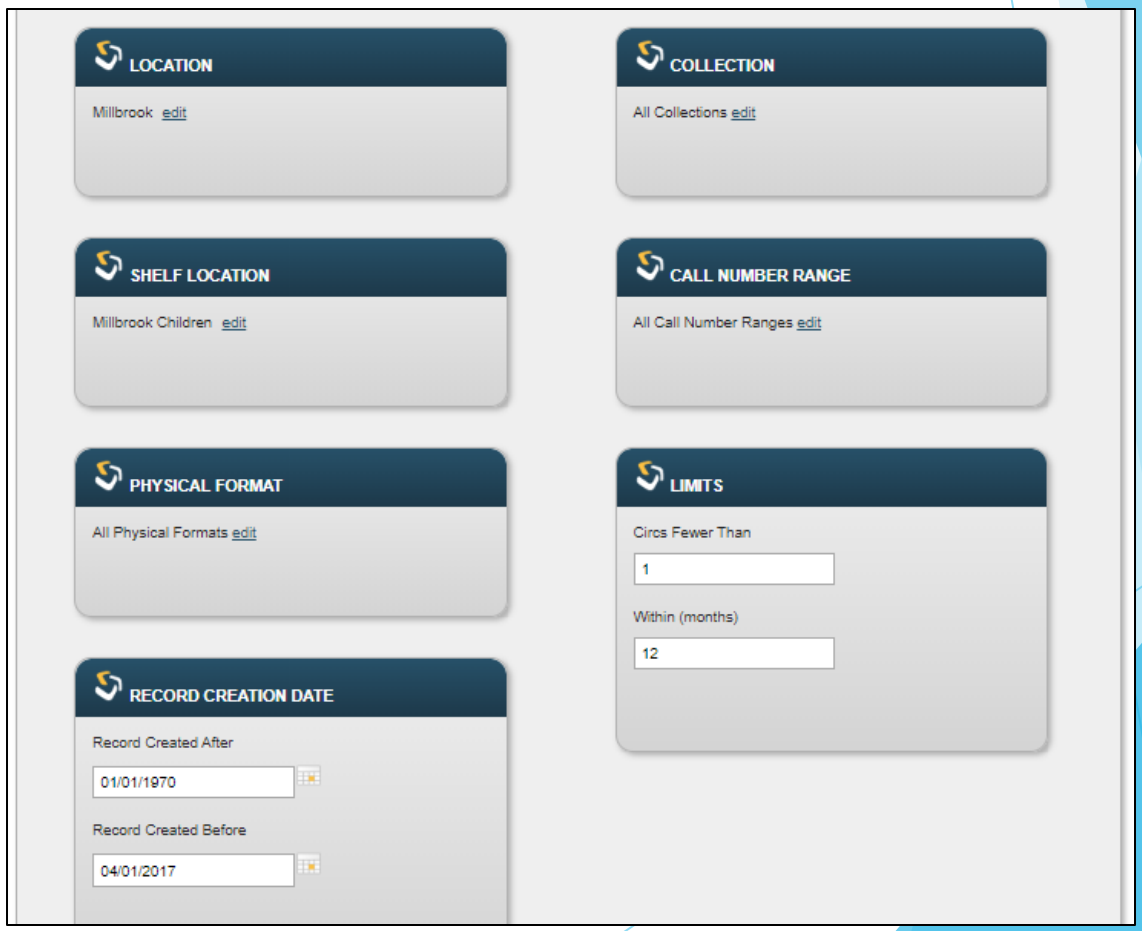

Decision Center – Examples of Reporting

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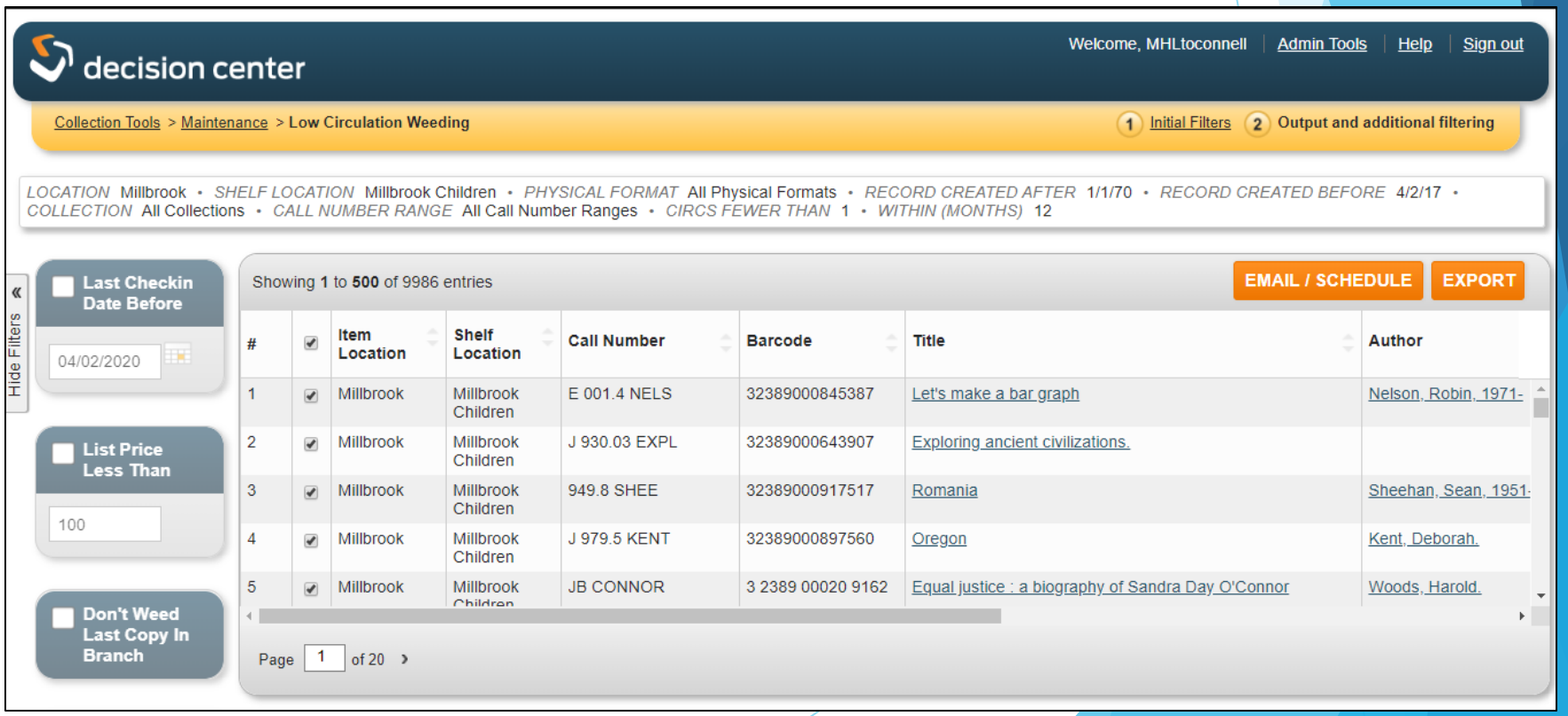

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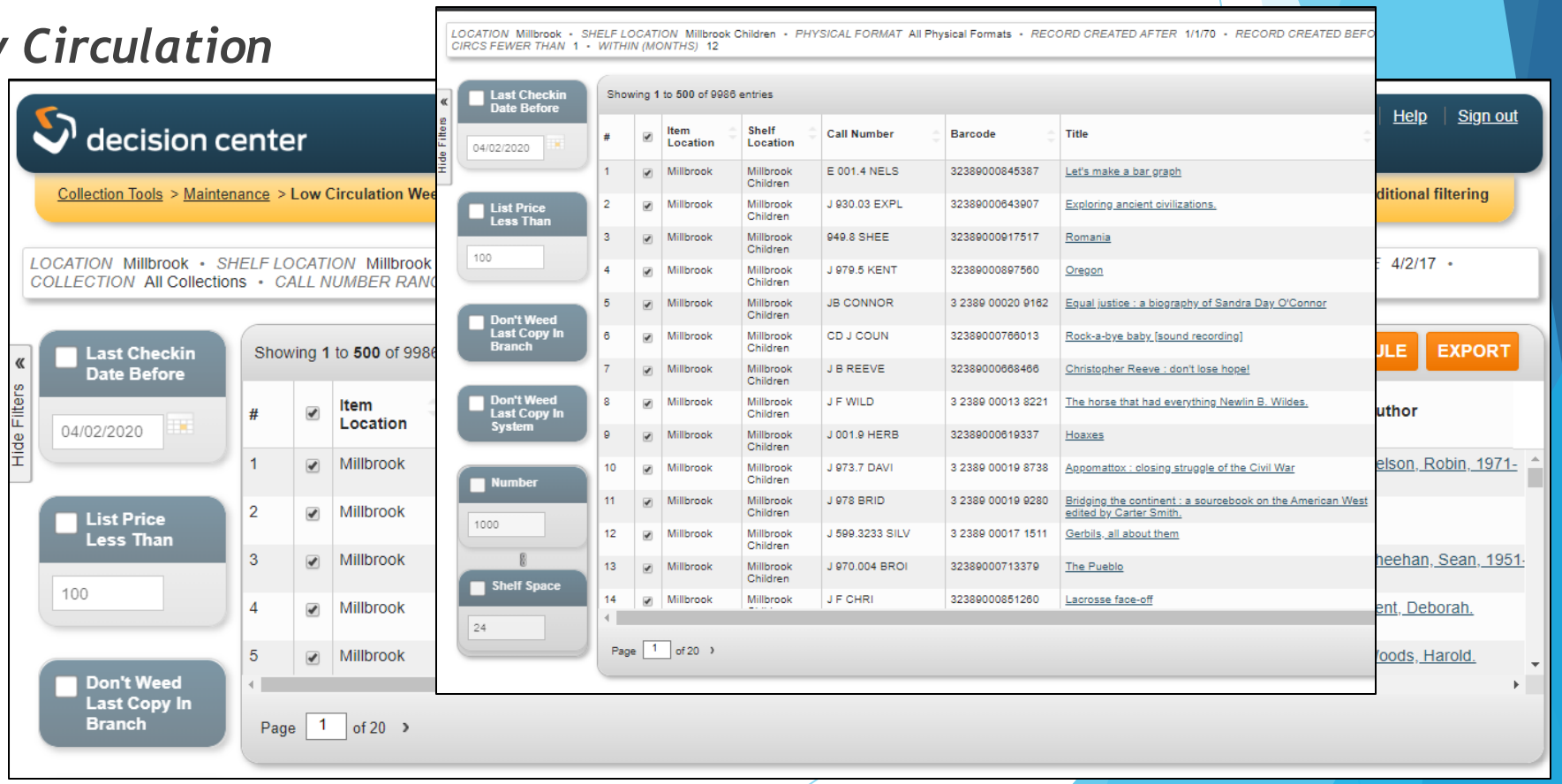

Decision Center – Examples of Reporting

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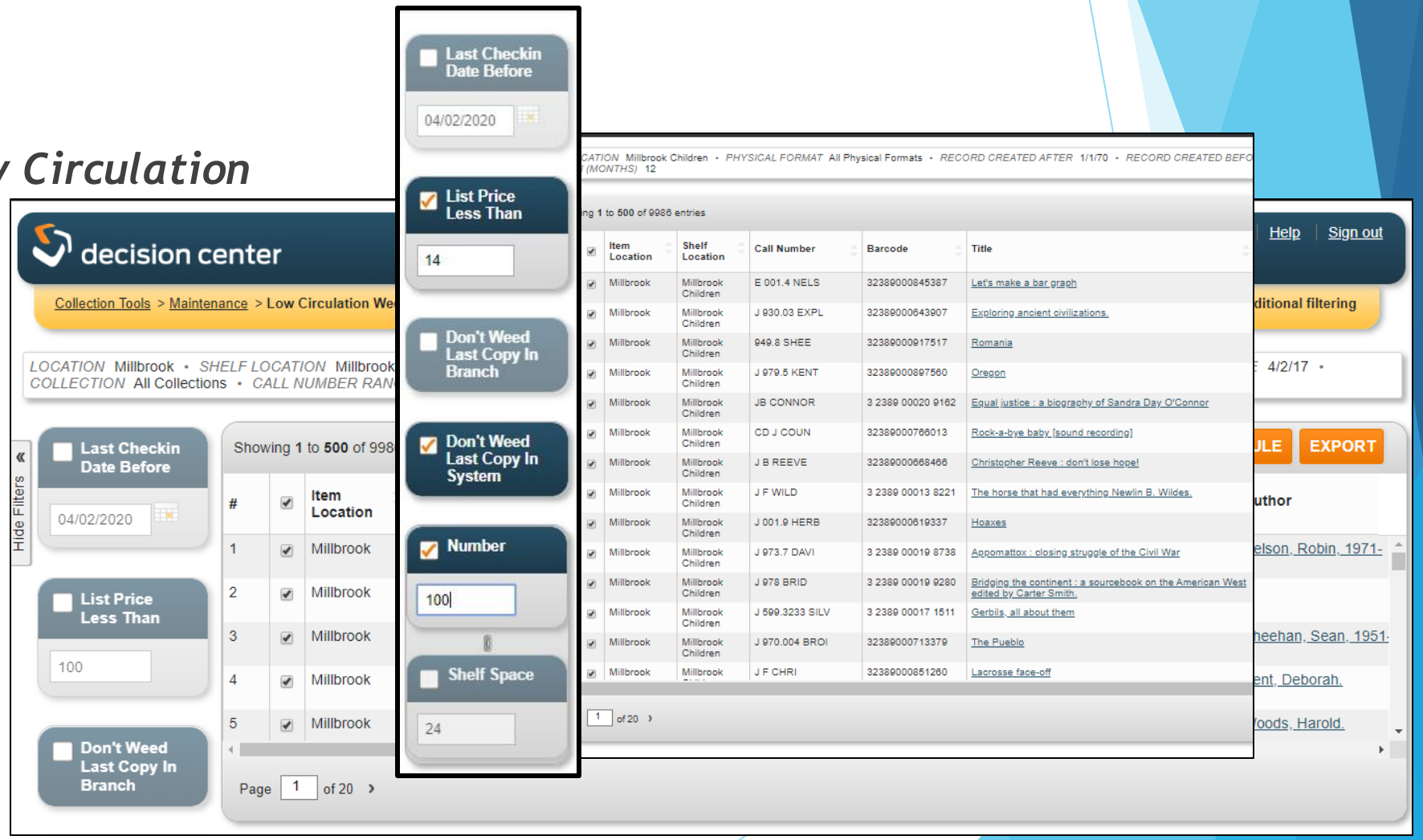

Decision Center – Examples of Reporting

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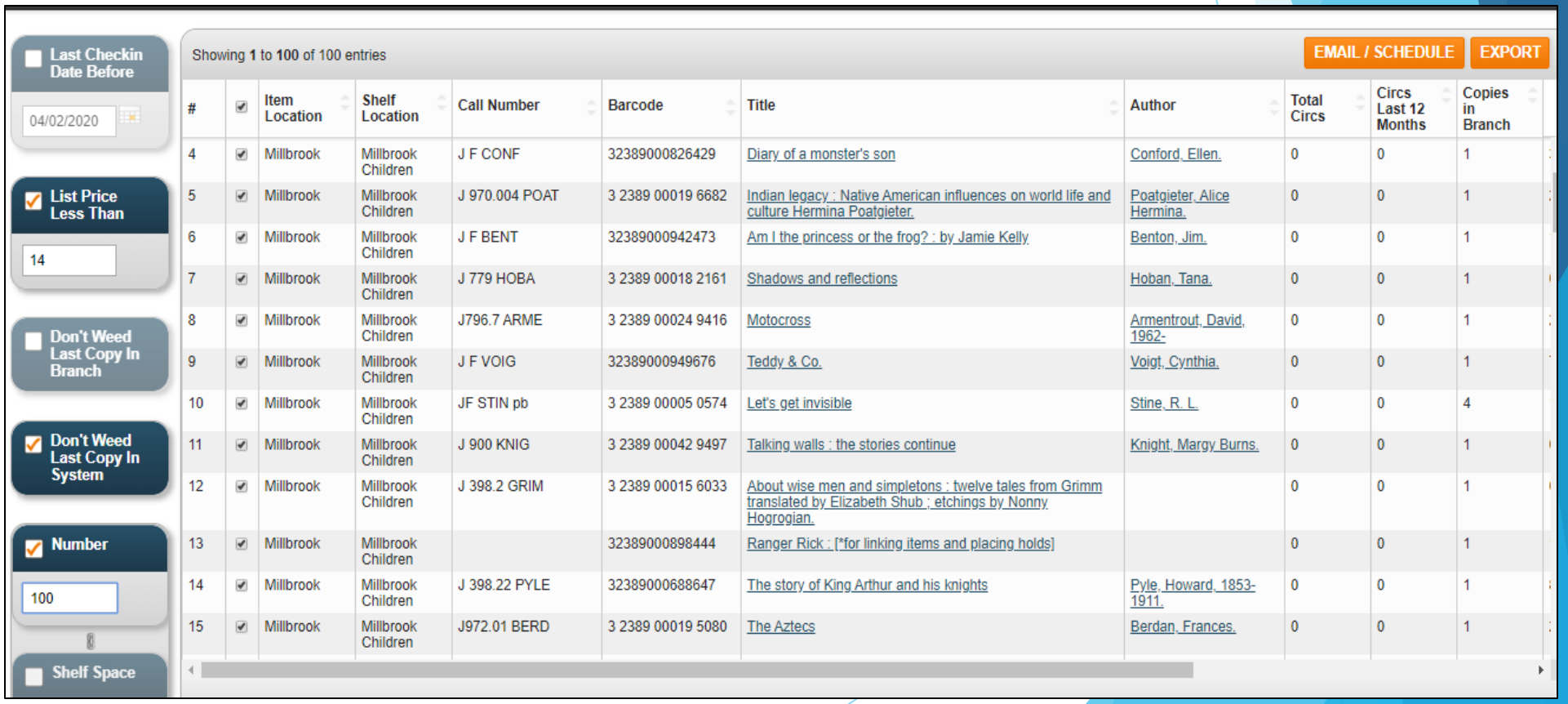
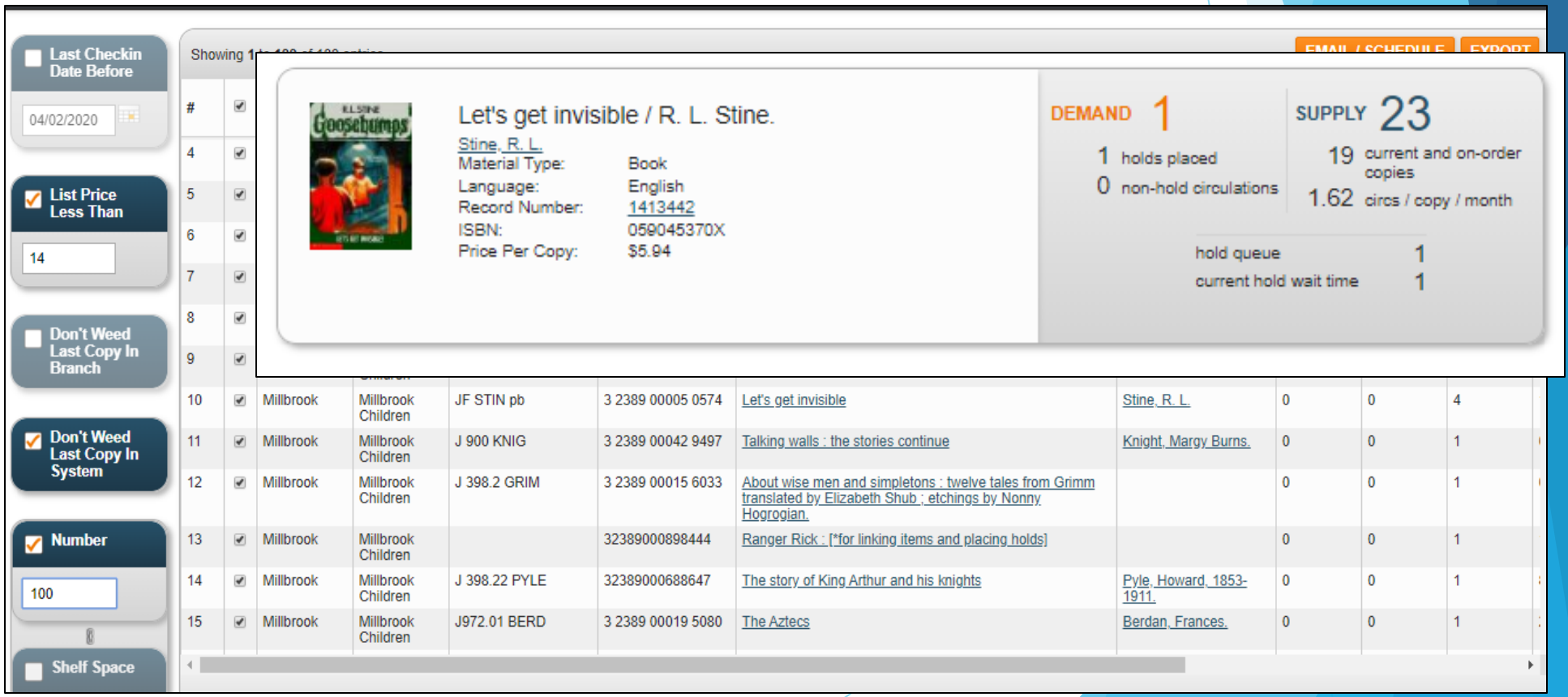


#	Item Location	Shelf Location	Call Number	Barcode	Title	Author	Total Circs	Circs Last 12 Months	Copies in Branch
4	Millbrook	Millbrook Children	J F CONF	32389000826429	Diary of a monster's son	Conford, Ellen.	0	0	1
5	Millbrook	Millbrook Children	J 970.004 POAT	3 2389 00019 6682	Indian legacy : Native American influences on world life and culture Hermina Poatgieter.	Poatgieter, Alice Hermina.	0	0	1
6	Millbrook	Millbrook Children	J F BENT	32389000942473	Am I the princess or the frog? : by Jamie Kelly	Benton, Jim.	0	0	1
7	Millbrook	Millbrook Children	J 779 HOBA	3 2389 00018 2161	Shadows and reflections	Hoban, Tana.	0	0	1
8	Millbrook	Millbrook Children	J796.7 ARME	3 2389 00024 9416	Motocross	Armentrout, David, 1962-	0	0	1
9	Millbrook	Millbrook Children	J F VOIG	32389000949676	Teddy & Co.	Voigt, Cynthia.	0	0	1
10	Millbrook	Millbrook Children	JF STIN pb	3 2389 00005 0574	Let's get invisible	Stine, R. L.	0	0	4
11	Millbrook	Millbrook Children	J 900 KNIG	3 2389 00042 9497	Talking walls : the stories continue	Knight, Margy Burns.	0	0	1
12	Millbrook	Millbrook Children	J 398.2 GRIM	3 2389 00015 6033	About wise men and simpletons : twelve tales from Grimm translated by Elizabeth Shub ; etchings by Nonny Hogrogian.		0	0	1
13	Millbrook	Millbrook Children		32389000898444	Ranger Rick : [*for linking items and placing holds]		0	0	1
14	Millbrook	Millbrook Children	J 398.22 PYLE	32389000688647	The story of King Arthur and his knights	Pyle, Howard, 1853-1911.	0	0	1
15	Millbrook	Millbrook Children	J972.01 BERD	3 2389 00019 5080	The Aztecs	Berdan, Frances.	0	0	1

Decision Center – Examples of Reporting

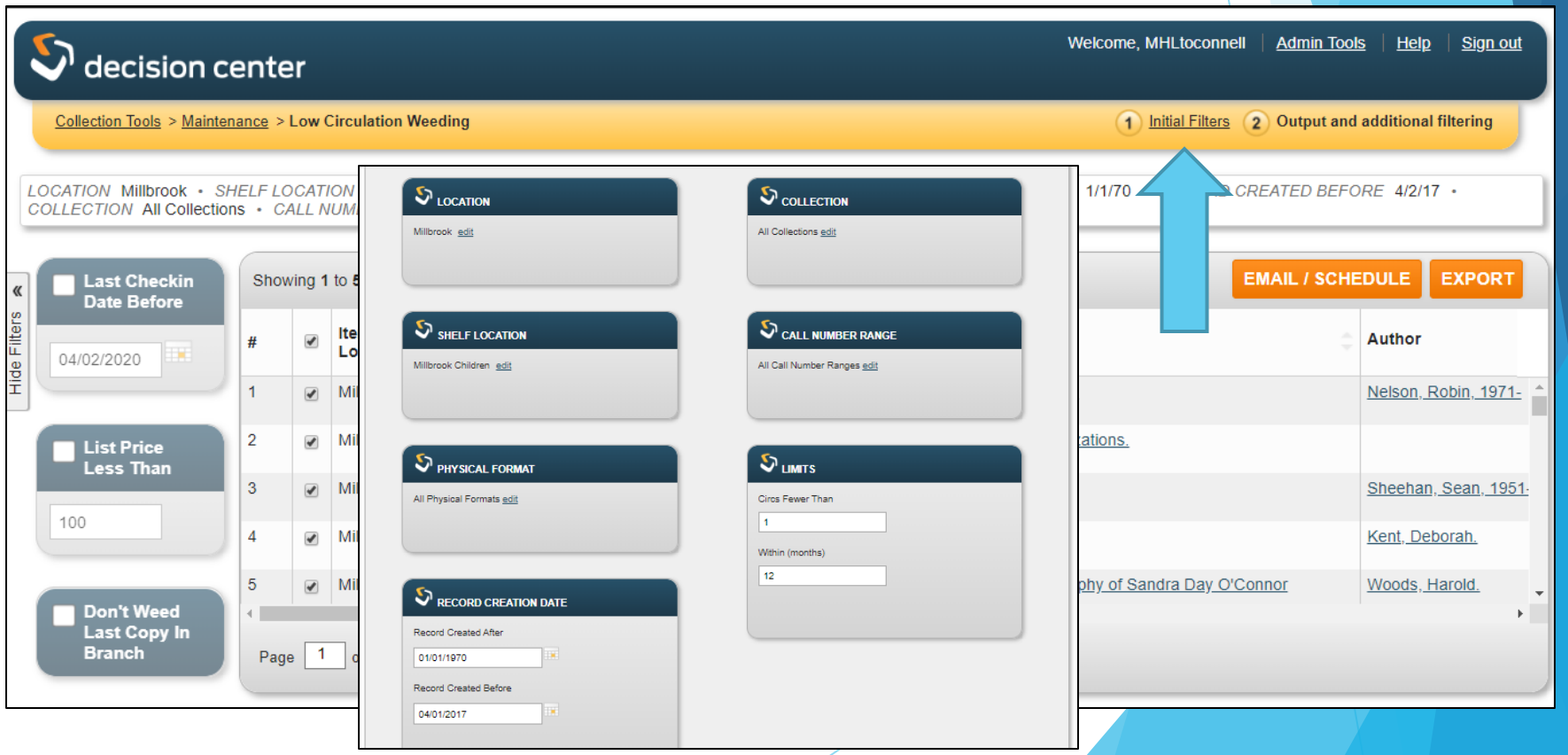
- ***Maintenance: Low Circulation Weeding***



#										
10	☑	Millbrook	Millbrook Children	JF STIN pb	3 2389 00005 0574	Let's get invisible	Stine, R. L.	0	0	4
11	☑	Millbrook	Millbrook Children	J 900 KNIG	3 2389 00042 9497	Talking walls : the stories continue	Knight, Margy Burns.	0	0	1
12	☑	Millbrook	Millbrook Children	J 398.2 GRIM	3 2389 00015 6033	About wise men and simpletons : twelve tales from Grimm translated by Elizabeth Shub ; etchings by Nonny Hogrogian.		0	0	1
13	☑	Millbrook	Millbrook Children		32389000898444	Ranger Rick : [*for linking items and placing holds]		0	0	1
14	☑	Millbrook	Millbrook Children	J 398.22 PYLE	32389000688647	The story of King Arthur and his knights	Pyle, Howard, 1853-1911.	0	0	1
15	☑	Millbrook	Millbrook Children	J972.01 BERD	3 2389 00019 5080	The Aztecs	Berdan, Frances.	0	0	1

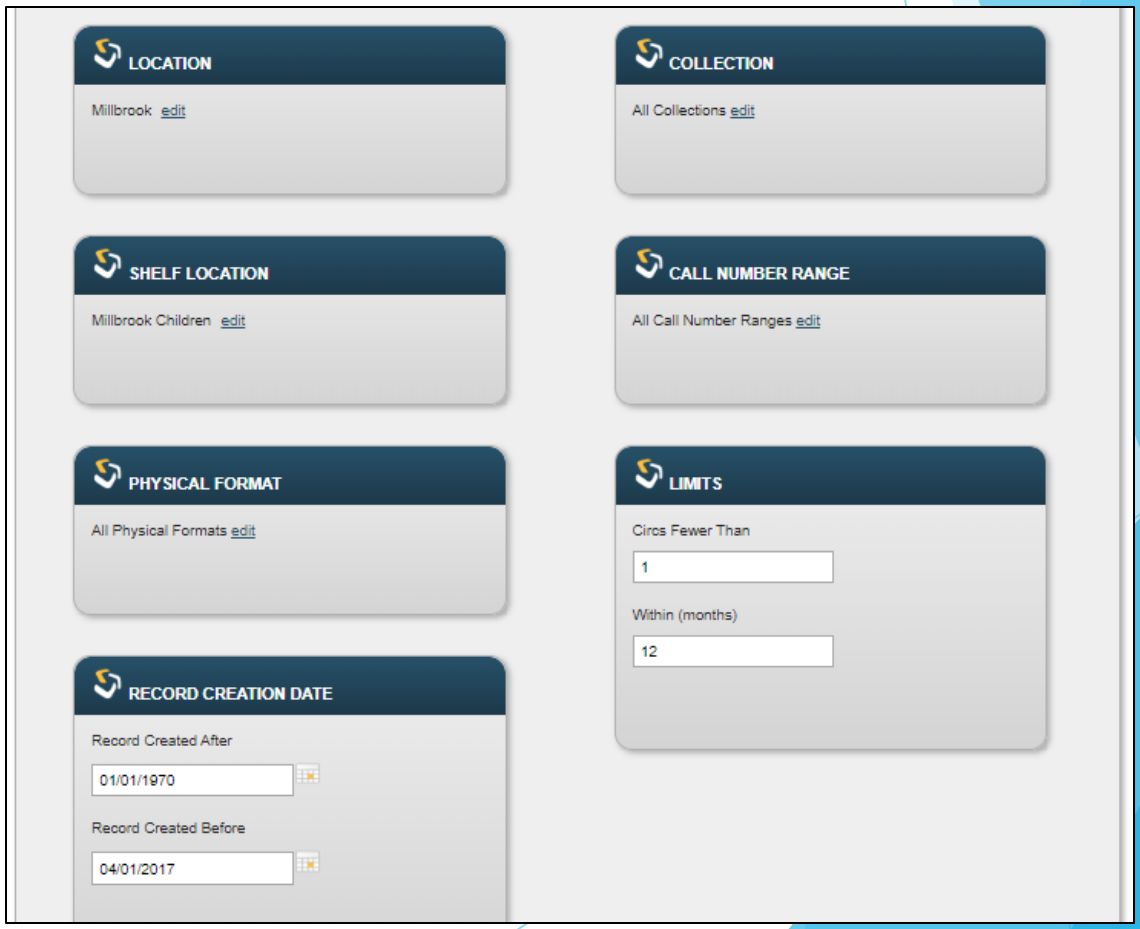
Decision Center – Examples of Reporting

- ***Maintenance: Low Circulation Weeding***



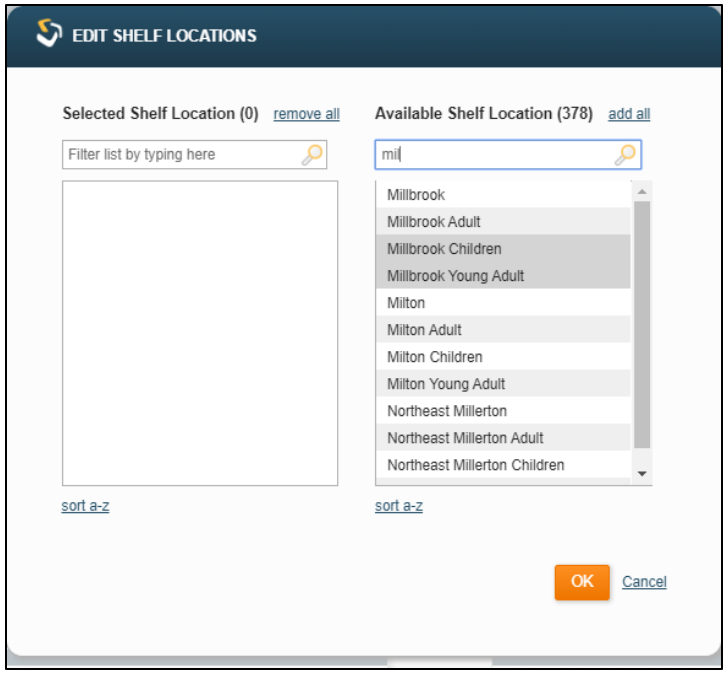
Decision Center – Examples of Reporting

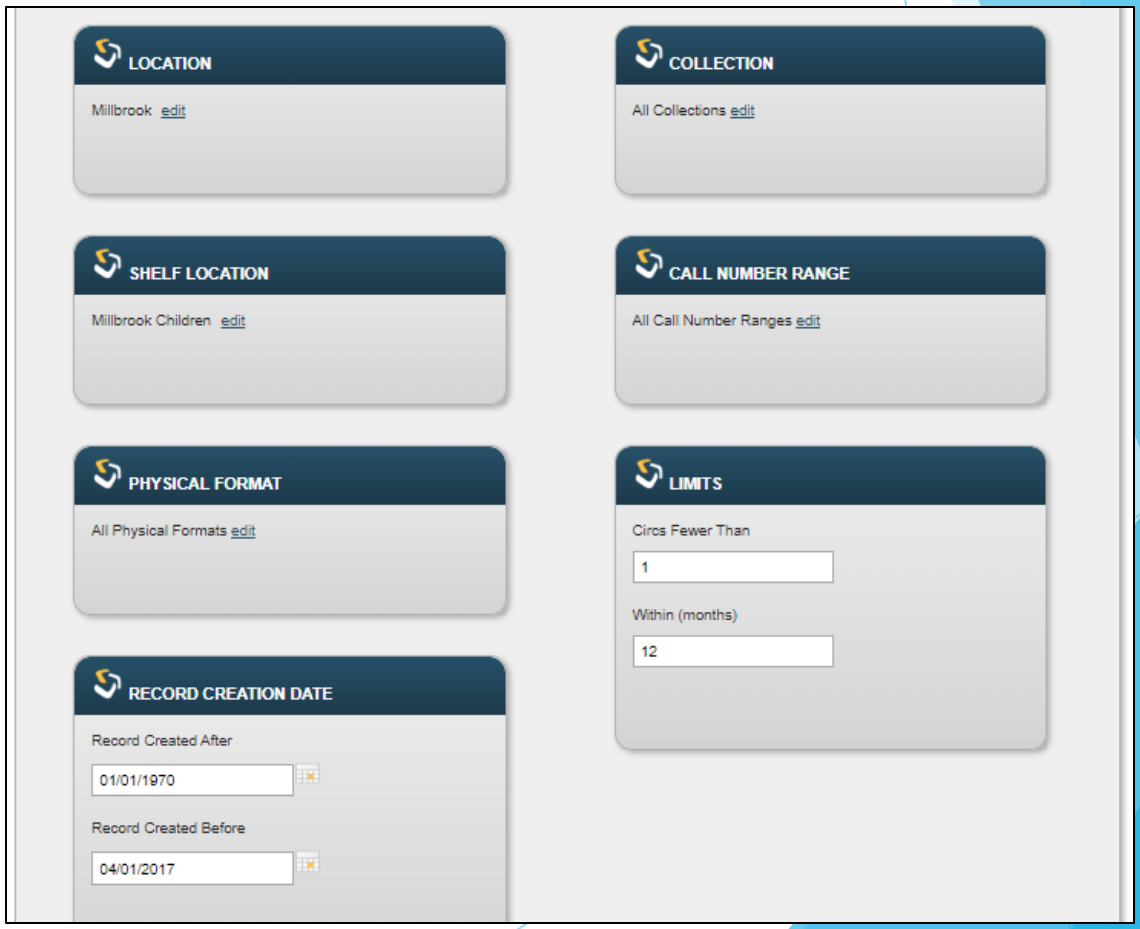
- ***Maintenance: Low Circulation Weeding***



Decision Center – Examples of Reporting

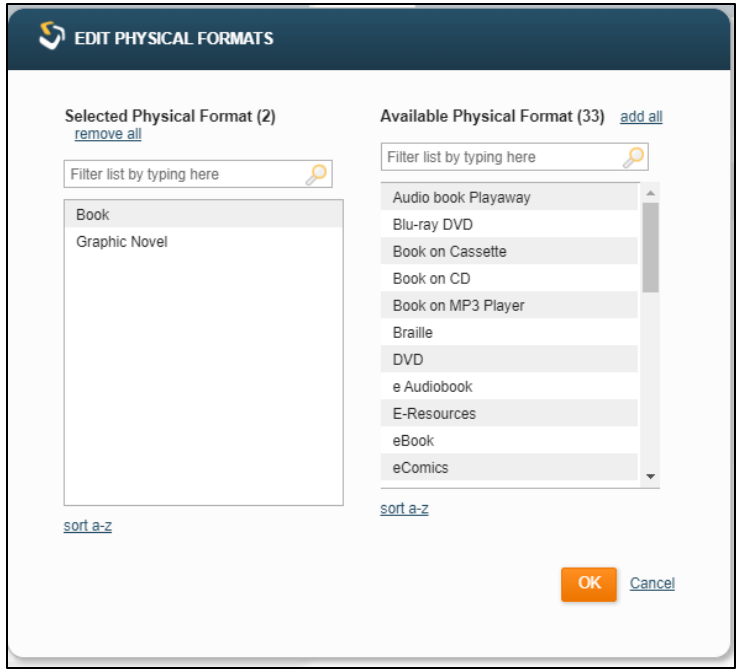
- ***Maintenance: Low Circulation Weeding***

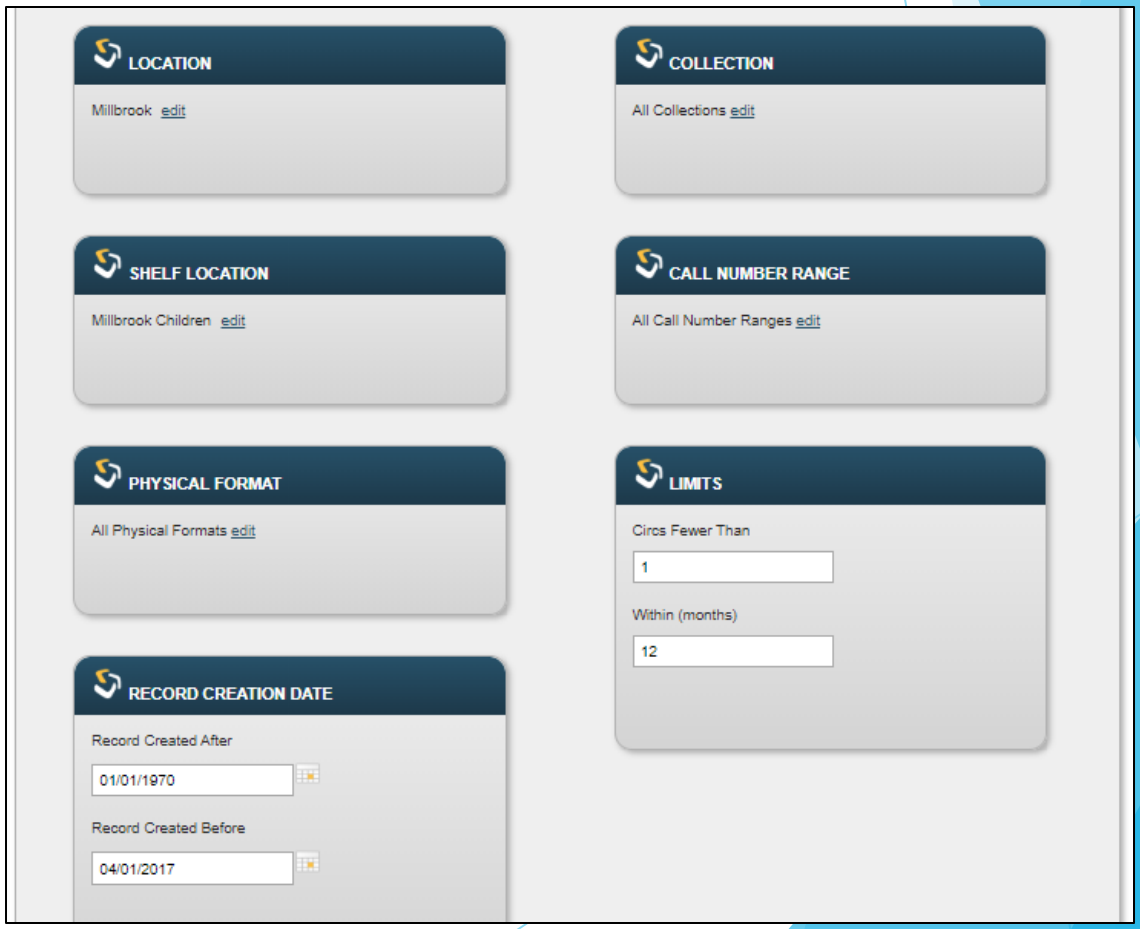




Decision Center – Examples of Reporting

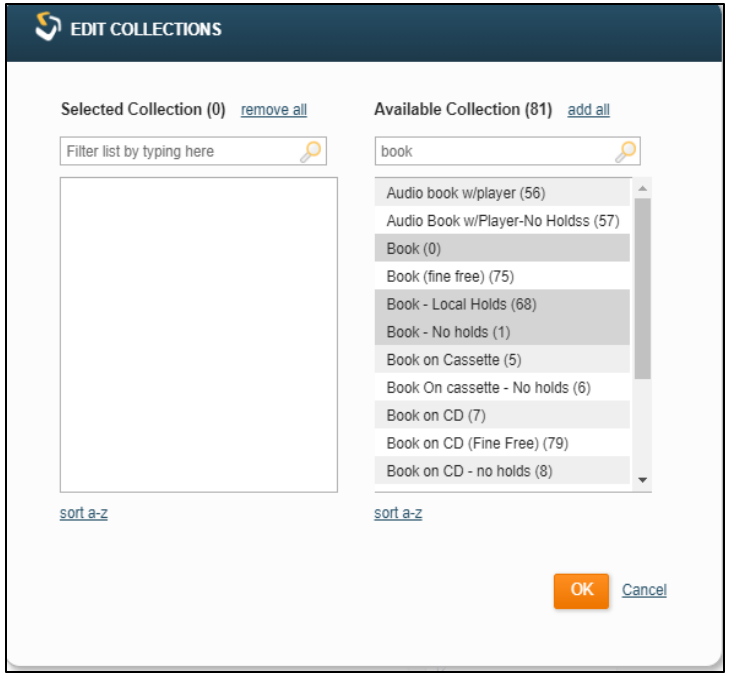
- ***Maintenance: Low Circulation Weeding***
  - ***Physical Format = MAT Type***

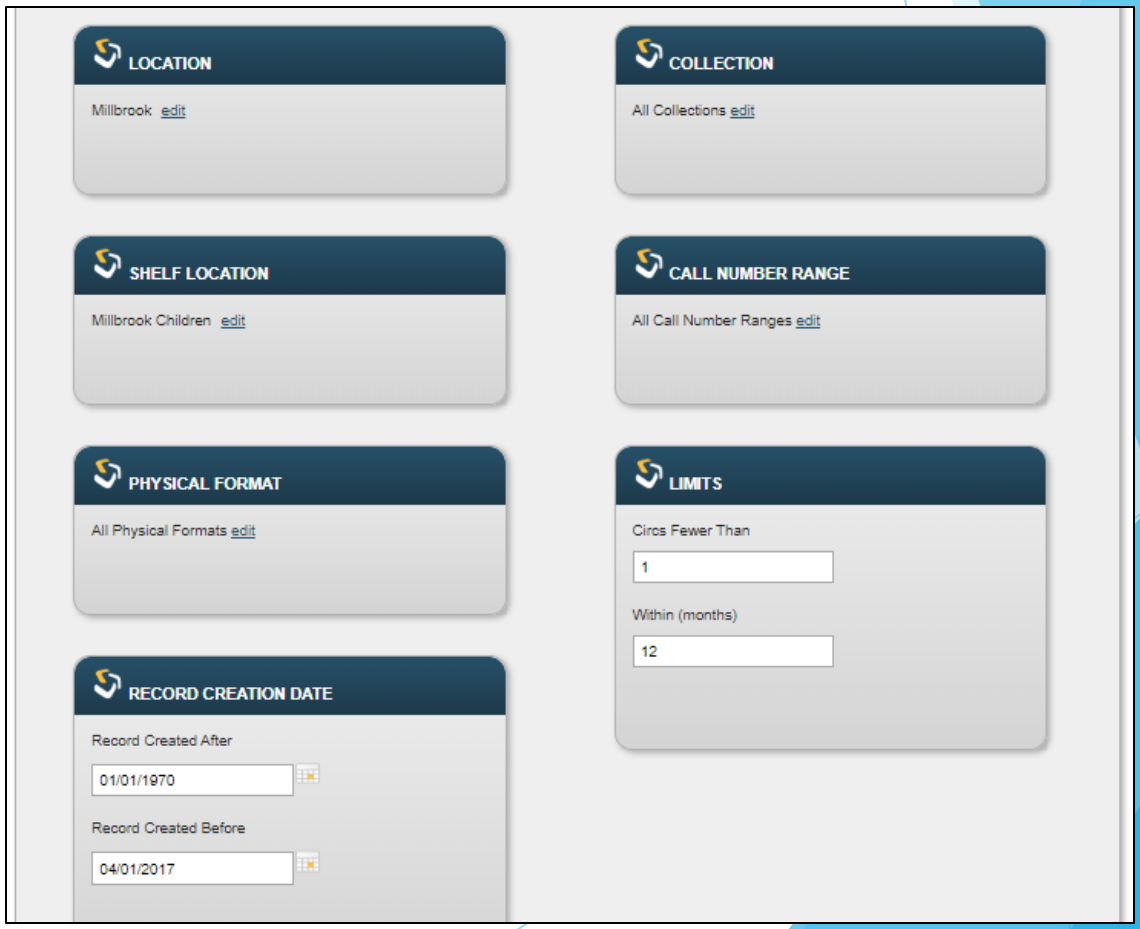




Decision Center – Examples of Reporting

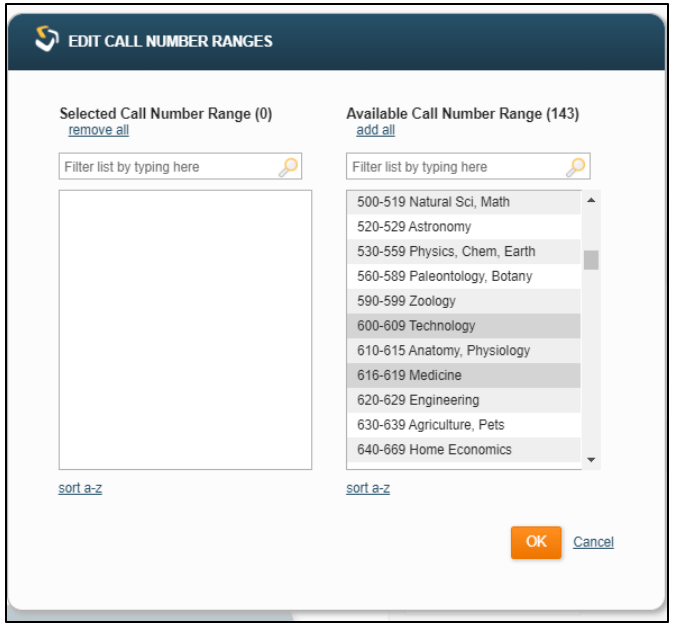
- ***Maintenance: Low Circulation Weeding***
  - ***Collections = Item Types***

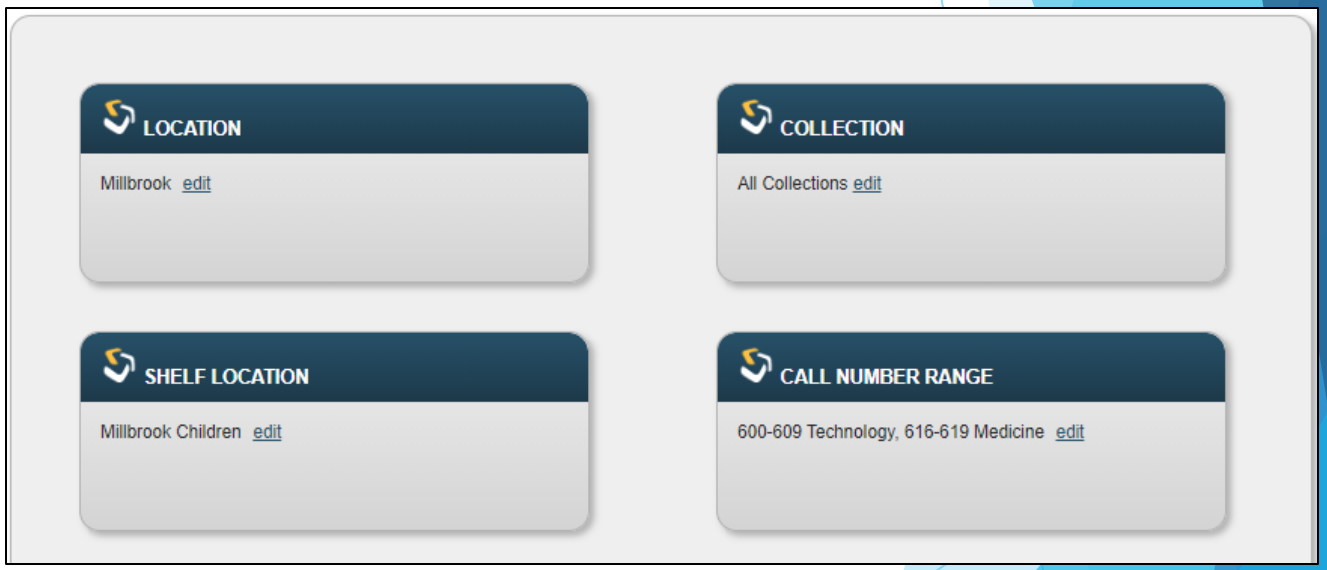




Decision Center – Examples of Reporting

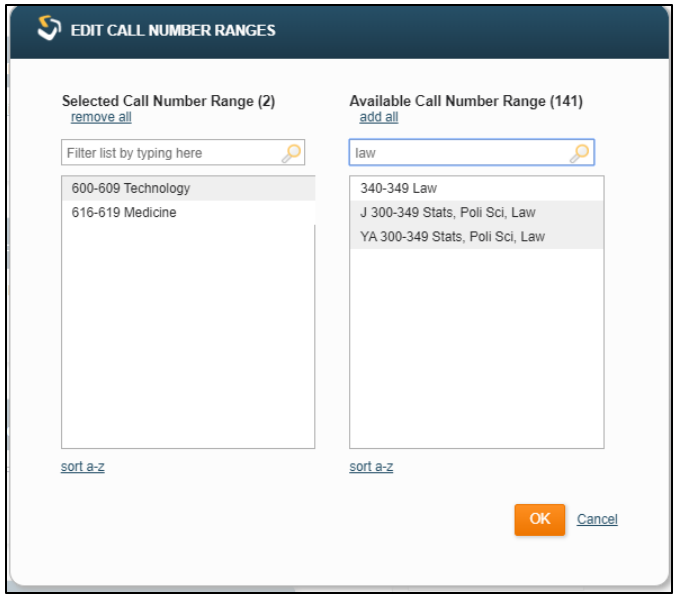
- ***Maintenance: Low Circulation Weeding***

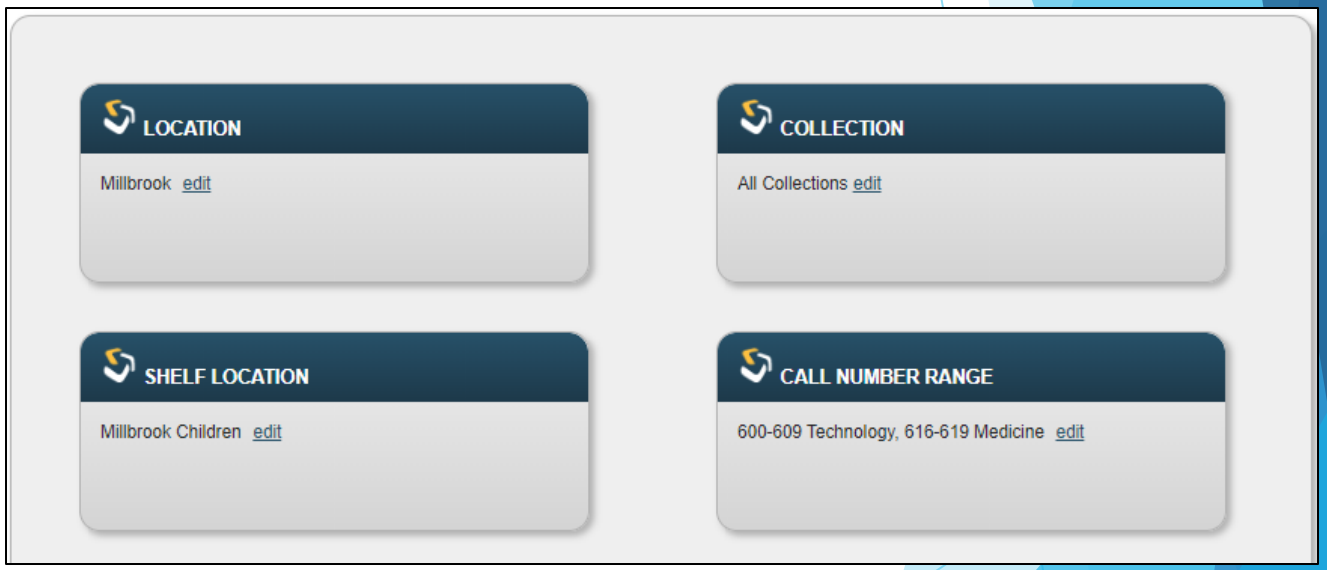




Decision Center – Examples of Reporting

- ***Maintenance: Low Circulation Weeding***





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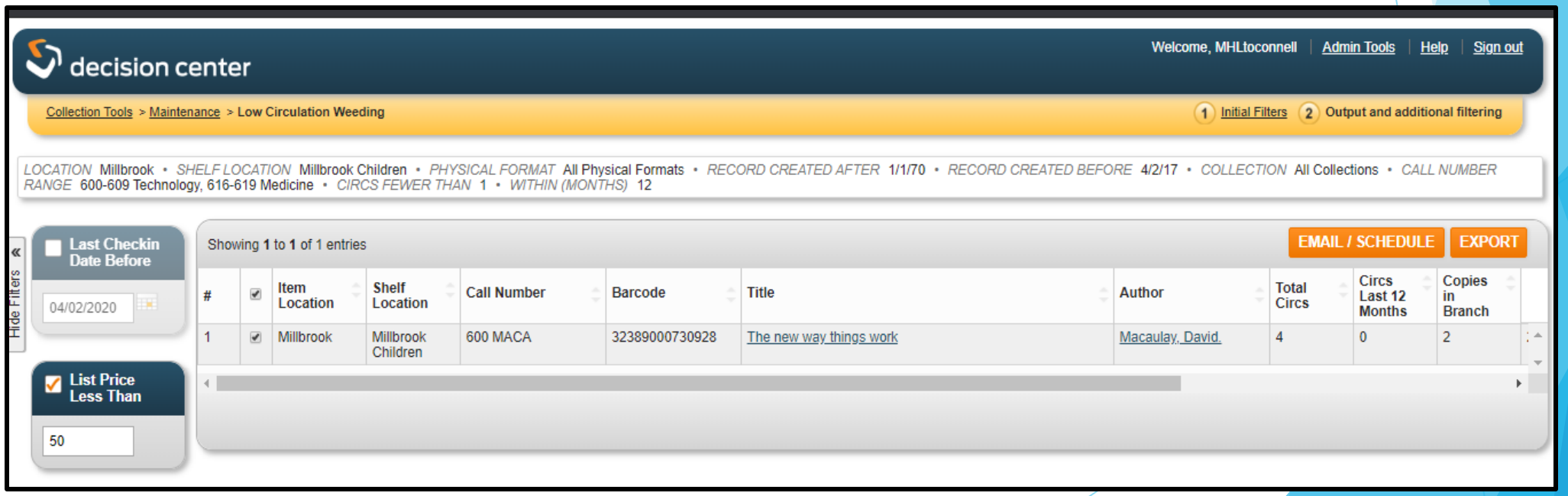

So, any questions..?

decision center

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https://dc-mhud.iii.com/

So, any questions..?

Any time you have questions or comments,

Please feel free to send an email to:

toconnell@midhudson.org

techsupport@midhudson.org