Database Maintenance Reports Cheat Sheet

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A clean database is necessary for more than just cosmetic reasons. Having a clean database not only plays its role in helping to inform your patrons about an item, but (more importantly) helps both staff and patrons find items. Searchability is vital to a healthy collection—if people cannot find something, it might as well not exist. Everyone wants a clean database to better serve their patrons.

The RSA cataloging department is here to help! We have several database maintenance reports that we can run to aid your library with clean-up projects.

If any of these database maintenance reports are of interest, please submit a report request form here: https://support.librariesofrsa.org/project/report-request-forms/

TOP THREE REPORTS

INVALID ITEM ID

- This report will let you know if any of your items' Item IDs are entered oddly into WorkFlows. For example, anything that does not start with an A or contains a dash, spaces, extra digits, too few digits, etc. will be flagged as needing attention.

BAD CALL NUMBERS

- If any XX call numbers, auto assigned by WorkFlows, exist in your collection, this report will find them for you.

WRONG ITEM ON RECORD (AKA QUESTIONABLE ITEM TYPES)

- This report compares what is entered in the 347 field to what is entered for the item type. If anything appears questionable, the report will mark it as needing possible clean-up. For instance, a record with a 347 field listing the item as an "audio file" with an item type of "book" will be listed on this report because those terms contradict one another.

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EQUALLY GOOD, BUT LESS URGENT REPORTS

NON-ENGLISH RECORDS
- The language the record is written in is coded in the 040 field. Excluding rare instances where a record written in a non-English language is desirable, |b in the 040 field should list "eng" to indicate that the record is in English. This report will notify your library of any records you are cataloged on where a language other than English is listed in the 040.

ITEM PRICE
- Does your library display on their receipts the total amount a patron saved by using their library? Does your library want to confirm you have entered the price for each item cataloged in WorkFlows? In an easy-to-read format, this report will list each item and the price you entered for it in WorkFlows.

|Z REPORT
- This report will pull any records that have a questionable use of the |Z analytic in the call number. |Z is typically used for call numbers with volume, part, month, or season designations in them. Sometimes WorkFlows automatically inserts the |Z into a call number that does not need it.

ITEM NOTES
- If your library is really into consistency with your CIRC, PUBLIC, or STAFF notes on a record, this report is one you will love. It will give you results for any record that makes use of one of those note fields, and it will tell you what is written there. Not only will this help with consistency, but this report can also be used as a starting point to verify if what is listed in a note on the record currently matches the physical item.

COLOR CODED BRIEF RECORD REPORT
- This report offers a lot of information about all the brief records your items are cataloged on in WorkFlows. RSA will sift through data to tell you if a brief record is okay to be overlaid with a record from OCLC, if a brief record needs help from the RSA cataloging staff for an overlay, if a brief record is for an approved use and fine as-is, and if you should consider sending any items currently on brief records to the Cataloging Maintenance Center (CMC) or the RAILS World Language Cataloging Service. This report comes color coded for ease of use.