Using Microsoft Access for Offsite Shelving Error Reduction

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History of Problem

- Facility moved from Moravia Park in Baltimore, MD to the Libraries Service Center in Laurel, MD
- Both facilities were open at the same time
- Some tray locations were duplicated between facilities
- Not all trays stayed in same locations during the move

Standard Search Pattern

- Generally, when a book goes missing, it's often just been misfiled, so a standard search pattern has been developed.
  - The standard search pattern:
    - all trays on the same shelf
    - the shelf above
    - the shelf below
    - the module to the left
    - the module to the right
    - the row facing
    - the row behind

Development Process

- Originally an Excel spreadsheet inventory of trays
- Input of LSC location, which is combined because tray locations are mix of letters and numbers
- LSC locations are populated automatically with the search pattern variations
- Populate button is a macro that runs parameter queries for each of the LSC locations and fills in the Moravia locations if they are in the database, otherwise it says “not available”
- Can use populated Moravia fields as starting point for new search.
- Option to use Moravia location to discern LSC locations as well

<table>
<thead>
<tr>
<th>LSC sticker</th>
<th>Date LSC sticker</th>
<th>Side info LSC sticker</th>
<th>Moravia sticker</th>
<th>Date Moravia sticker</th>
<th>Side info Moravia</th>
<th>Tray barcode</th>
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<td>06.29.99</td>
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</tr>
</tbody>
</table>

Future Ideas

- Complete inventory of trays
- Allow searches to be filtered by tray size
- Allow date searches