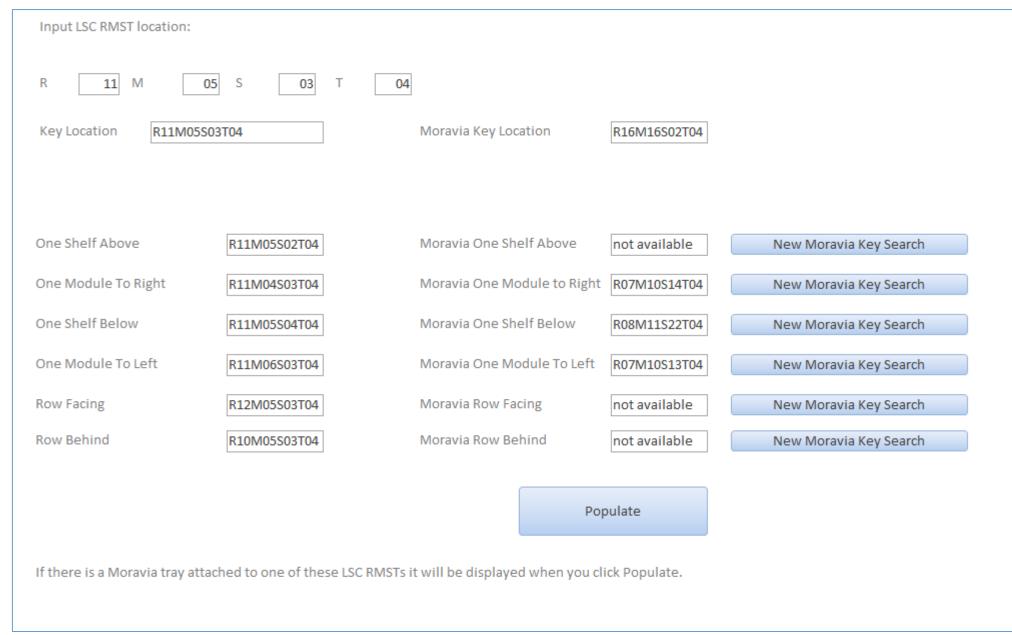# Using Microsoft Access for Offsite Shelving Error Reduction

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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

LSC sticker	Date LSC sticker	Side info LSC sticker	Moravia sticker	Date Moravia sticker	Side info Moravia	Tray barcode
R11M05S03T04	11.22.05	x10	R16M16S02T04	01.19.96	a10	21151005152893
R11M05S03T05	11.22.05	x10	R16M16S02T05	01.19.96	a10	
R11M05S03T06	11.22.05	x10	R16M16S02T06	01.19.96	a10	21151005152661
R11M05S03T07	11.22.05	x10	R16M16S02T07	01.19.96	a10	
R11M05S03T08	11.22.05	x10	R16M16S02T08	01.19.96	a10	21151005152828
R11M05S03T02	11.22.05	x10	R16M16S02T02	01.19.96	a10	21151005152737
R11M05S03T01	11.22.05	x10	R16M16S02T01	01.19.96	a10	21151005152653
R11M05S04T09	11.22.05	x10	R08M11S22T09	06.29.99	a10	
R11M05S04T10	11.22.05	x10	R08M11S22T10	06.29.99	a10	

Future Ideas

- Complete inventory of trays

- Allow searches to be filtered by tray size

- Allow date searches