

USING THE M3 BEDSCAT UTILITY

BEDSCAT (Basic Educational Data Survey and Collection Analysis Tool) allows you to run statistical reports that can be used to analyze the age and relevance of a collection. These reports are based on Dewey or Library of Congress classifications.

1. Start BEDSCAT. (Click the **Start** button, click **Program Files**, click **Mandarin M3**, click **Utilities**, then click **Bedscat**.) This displays the BEDSCAT window.
2. In the **Database** list (upper left hand side), select a database. (Yours will already show up as default)
3. Select a classification type, **Dewey** or **Library of Congress**.
4. Select the items you want to include in the report:
 - **Collection Analysis Statistics** – Lists records by classification (852#h), sorts by year of publication (260#c), and lists the total number of records for that classification. (Figure 1)
 - **Collection Analysis Summary Totals** – Lists the total number of records per publication year. (Figure 2)
 - **Basic Educational Data Statistics** – Lists the total number of titles, total holdings, total titles added within the year ending on the selected date, total titles marked for deletion, total non-print titles, and the total non-print holdings. (NOTE: If you select this check box, the **Include holdings** check box will automatically be selected.) (Figure 3)
 - **Include holdings** – Includes holding records in the report. If this check box is not selected, the analyses **Collection Analysis Statistics** and **Collection Analysis Summary Totals** will only report bibliographic records.

Basic Educational Data Survey and Collection Analysis Tool (BEDSCAT) Report (include holdings)					

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1956=1	1977=6	1978=1	1979=2	1983=2	1984=2
1985=2	1988=2	1989=1	1991=2	1993=2	1995=1
1997=1	1998=2	1999=3	2004=1		
Total= 31					
010					
1985=1	1986=1				
Total= 2					

Figure 1

Total holdings by year:					
1915=1	1916=1	1921=1	1922=2	1923=1	1924=1
1926=1	1927=1	1929=2	1930=2	1931=2	
1935=1	1936=6	1937=5	1938=5	1939=4	
1941=6	1942=10	1943=6	1944=10	1945=9	
1947=21	1948=13	1949=14	1950=18	1951=15	
1953=33	1954=32	1955=33	1956=38	1957=44	
1959=63	1960=77	1961=98	1962=114	1963=120	
1965=151	1966=150	1967=177	1968=183	1969=216	
1971=253	1972=275	1973=283	1974=313	1975=253	
1977=263	1978=262	1979=311	1980=334	1981=252	
1983=294	1984=294	1985=360	1986=343	1987=367	
1989=313	1990=350	1991=388	1992=347	1993=300	
1995=263	1996=309	1997=331	1998=318	1999=329	
2001=255	2002=254	2003=262	2004=228	2005=61	
invalid date=10		no date=123			
Total= 12485					

Figure 2

Basic Educational Data Statistics As Of 03/22/2006	
Total number of titles	12475
Total holdings	12485
Total holdings added between 03/22/2005 and 03/22/2006	12485
Total titles marked for deletion	1
Total non-print titles	103
Total non-print holdings	104

Figure 3

NOTE: Non-print titles have one of the following codes in position 06 of the Leader: **g** (Projected medium), **i** (Nonmusical sound recording), **j** (Musical sound recording), **k** (Two-dimensional nonprojectable graphic), or **r** (Three-dimensional artifact or naturally occurring object).

5. In the **Additional Report Header** box, type any information you want to appear in the report header, such as your school's name.
6. Click **Create Report**. The report processes and then appears in the **Bedscat Report** box.
 - If **classification is invalid**, an asterisk appears before the classification in the report (for ex. *AC).
 - If a record is **missing a classification**, it appears at the end of the report under the heading ***missing classification**.
 - If a **record has no holding**, a zero (0) appears after the date.
 - If a record has an **invalid date**, no date, or was published before the year 1900, it appears at the end of the report and is identified as such.
7. You can **print** or **save** the report.
 - To print the report, click **Print**. This displays the Print dialog box. Change settings if desired, then click **OK**.
 - To save the report, click **Save**. This saves the report in rich text format (rtf).

NOTE: You may lose some formatting when saving the report. If so, adjust the margins while viewing the saved report.