GALE ANALYTICS TIPS

Data Needed to Create a Report in Physical Collections

To create a report in Physical Collections, you will need one required file and one optional file.

Data Input File #1: This is an Excel file that includes the following three pieces of data, in any order. Columns must have header names (the specific names are not important, as long as the columns have names).
1. Patron address (if in one column, delimiters are necessary)
2. Format (book, CD, audio, etc.)
3. Subject. The subject field may also be a Shelf Location Code (This usually includes a location code, but your library may not use a location code, so that is optional. This column represents where a librarian would 'reshelve' the item).

*Optional Column: Location Code. If the library uses a location code, it could be a part of the Shelf Location or Subject field, or it could be a separate column.

Example of File #1 with patron addresses in one column:

Address	Format	Shelf Location	Location code
34505 BUNKER HILL DR$FARMINGTON HILLS MI 48331	11	shjdv	sh
35230 13 MILE RD$FARMINGTON HILLS MI 48331	7	maadv	ma
29505 ANDOVER BLVD$FARMINGTON HILLS MI 48331	8	maadv	ma
28641 AUBURN CT$FARMINGTON HILLS MI 48331	8	koadv	ko

Definitions File #2 – (Optional): This is an Excel file that includes the following columns, in any order. Columns must have header names (specific names are not important, as long as the columns have names). Without this file, only the codes will show in the output.
1. Format code
2. Format code descriptive text (book, CD, DVD, etc.)
3. Subject/genre code (included in the shelf location code)
4. Subject/genre descriptive text
5. Location code (as indicated above, this is optional)
6. Location code descriptive text (as indicated above, this is optional)

Example of File #2:

Format Code	Format Description	Subject code	Subject description	Location code	Location Description
1	Adult Book	xxx	Ignore	9x	Other libraries
2	Unused	abr	Blu-ray	ad	Administration
3	Unused	acm	Cassette-Music	cc	Farmington
4	Music CD	acs	Cassette-Spoken	cw	Bloomfield - East

The file should be saved in Excel (.xlsx) format.

Once you have your files and your login, you are ready to run your report in Physical Collections (https://analytics.gale.com/gallery)

In addition to this file, you will also need a Gale Analytics login. If you do not have one, please contact Allie Everett, Customer Success Manager, at allie.everett@cengage.com.

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