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Autore	Spiridonakis, Basile G.
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Autore	Hogarth Margaret
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Nota di contenuto	Cover; Data Clean-up and Management: A practical guide for librarians; Copyright; Contents; List of figures; List of tables; About the authors; 1 Introduction (why this book is needed); What makes this book unique?; Why library data is important; The book's outline; 2 Commonalities; Microsoft Office Excel; MarcEdit; Microsoft Access; XML; Commonalities; Capture and use; Standardization; Data import issues; Technical skills; Project management challenges; 3 Defining data; Rule 1: define data points; Rule 2: apply data point definitions; Rule 3: count the right apples Rule 4: avoid capturing redundant data4 Types of data issues; Microsoft Excel vs Microsoft Access; General data-handling edicts; Data issues: importing data; 5 Microsoft Excel techniques; Creating datasheets; Selecting cells; Copying; Sorting; Filter; AutoSum; Sum; Fill; 6 Data clean-up in Excel; Common dirty data scenarios; The usefulness of delimiting; System limitations; Removing extra characters; 7 Excel: combining data; IF statements; The TEXT function; PivotTables and filtering; VLOOKUP; HLOOKUP; MATCH; 8 Additional tools; PDFs; Notepad; Microsoft Word Global update in an integrated library systemRegular expressions; Excel; Access; Macros; XML; MarcEdit; The MARC tools window; 9 Access techniques; What is a database?; Access; Planning a database; Preparing data for a database; Adding a table to a database; 10 Access

forms; Types of form; Parts to a form; Form controls; Validating data; Option buttons; Combo boxes; ActiveX controls; Tab control techniques; Multiple-table forms; Command buttons; 11 Access reports; Creating a report using the Report Wizard; Controls; Making additions to a report; AutoFormat a report
Working with report propertiesInserting a control into a report; Conditional formatting; Sizing reports; Moving controls in Access; Publishing reports; Sorting and grouping options; Adding calculations to reports; Launching reports; Creating a subreport; 12 Access queries; Sorting in Access; Filtering in Access; Queries; Entering data; Query properties; Access relationships; 13 Data clean-up in Access; Prevention is the best cure; Extra characters; Access data upload errors; ISSN issues; 14 Access - combining data; Combining data from one or more data sources; Query with a sum
Types of operatorsTotals queries; Parameter queries; Action queries; Update queries; Delete queries; Make-Table queries; Append queries; PivotTable queries; SQL in Access; Parameter Queries in SQL; Export data to Excel; Finding unique values in a dataset; Matching on ISSN; 15 Strategies for missing data; Resources are missing ISBNs; Resources are missing ISSNs; Richard Jackson's OCLC look-up strategy; 16 Qualitative data; The definition of qualitative data; Qualitative data is valuable; Types of qualitative data; Qualitative data techniques; SWOT analysis; Tools; The whole picture; 17 ROI
18 Data collection and analysis

Sommario/riassunto

Data use in the library has specific characteristics and common problems. Data Clean-up and Management addresses these, and provides methods to clean up frequently-occurring data problems using readily-available applications. The authors highlight the importance and methods of data analysis and presentation, and offer guidelines and recommendations for a data quality policy. The book gives step-by-step how-to directions for common dirty data issues. Focused towards libraries and practicing librariansDeals with practical, real-life issues and addresses common problems th
