Resources for Implementing the Optional Arrangement for Dewey 220-290

WebDewey Resources

The details of the optional arrangement can be found in WebDewey in the Manual for 220-290 or they can be downloaded from WebDewey at:

https://dewey.org/webdewey/pdfs/optionalArrangementSchedule-M220-290.pdf

Number Conversion Tool

A web page developed at Winnetka-Northfield Public Library District based on a conversion schedule developed by Lawrence Public Library in Lawrence, Kansas can be found at: <u>https://s.wnpld.org/d200</u>

To use this tool you need a tab-delimited report with the classification number only in one column named *ClassificationNumber*. You can generate this report in SimplyReports following these steps:



After downloading your report, which should be named something like <i>ItemLists_#####.txt</i> , you can use the conversion tool to process	Original data type Choose the file type that best desc Delimited - Characters su Fixed width - Fields are ali
it. Then open the resulting file, which will be named <i>200srevised.txt</i> using Microsoft Excel.	Start import at <u>r</u> ow: 1
When selecting the file you will need to indicate that you are opening at <i>txt</i> file, not an <i>xlsx</i> file.	My data has headers.
Excel will ask you if it's a delimited file (which it is) and if your data	This screen lets you set the delimiters you preview below.
has headers (it does).	Delimiters
On the next screen it will ask which delimiters are in use. Only <i>Tab</i> should be checked.	✓ Iab Semicolon Comma Space Other:

Once you have your processed report in Excel you will be able to see that there is a new column called *NewClassificationNumber*. It will either have an updated classification number, or if it couldn't find a match it will have the text *No conversion match* in that column.

For any numbers where it fails to make a conversion match, you will have to identify what the problem was and possibly adjust it yourself. The main places where I've encountered this are with a few items that we still had classified as 291 (which was deprecated in Dewey 22 in favor of moving those items to 200) or items in the first two decades.

Suggestions

- Before starting on the project have your selectors do a collection weed so you don't unnecessarily convert items.
- Use the Excel output to mail merge your labels if you use sheet labels.
- A recommendation from Lawrence Public Library and Springfield (MA) Public Library was to convert your collection in the revised Dewey order. So grab everything that will be in the 220s first and do those. This is probably more efficient and less confusing than going in existing Dewey order, since you'd start with the existing 220s and those would then go to the 240s, into the middle of stuff that you have yet to update.