



## Mandarin Bedscat™

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### Using the Bedscat Utility 2014

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## About

**Note:** To use this version of BEDSCAT, M3 version 1.5 must be installed on your workstation.

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. The new features of this version are:

- Ability to run separate reports for Collection Analysis Statistics, Collection Analysis Summary Totals, and Basis Education Data Statistics
- Ability to include holding records in reports
- Ability to print each report individually
- Ability to add a report header to a report



## Installation

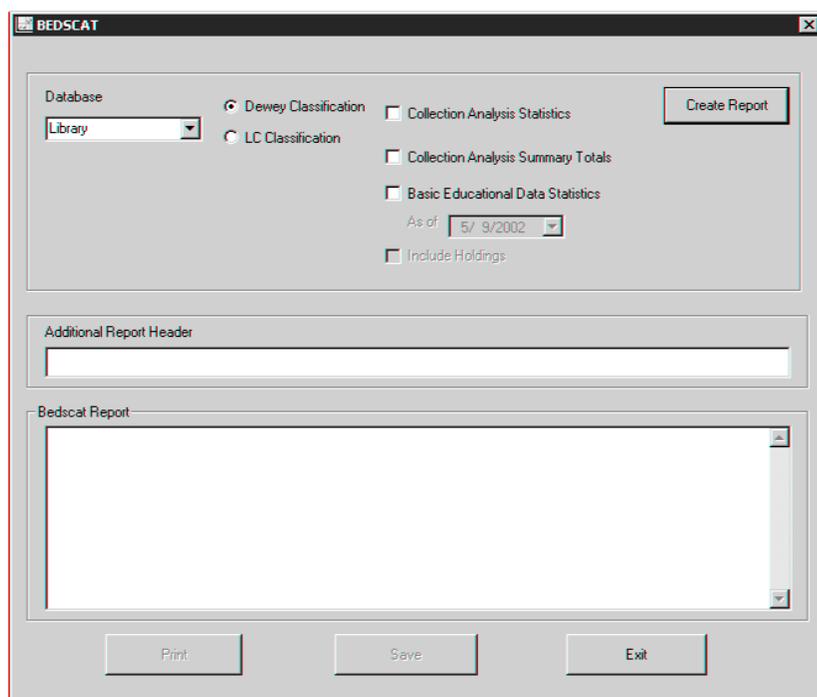
1. Click the **Download BEDSCAT now!** hyperlink. This displays the File Download dialog box. Click **Save**. In the Save As dialog box, save the application to your desktop or a temporary folder on your hard disk.
2. When the application has finished downloading, the Download Complete dialog box displays. Click **Close**. Browse to the folder where you downloaded the file, double-click Bedscat.exe, and follow the prompts that appear. Bedscat.exe will install this utility into the directory containing the M3 clients.

## How to use

1. Start BEDSCAT. To do so: **C:\Program Files\Mandarin M3\Bedscat.exe**

This displays the BEDSCAT window (Figure 1).

**FIGURE 1**



2. In the **Database** list, select a database.
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.
  - Collection Analysis Summary Totals – Lists the total number of records per publication year.
  - 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.

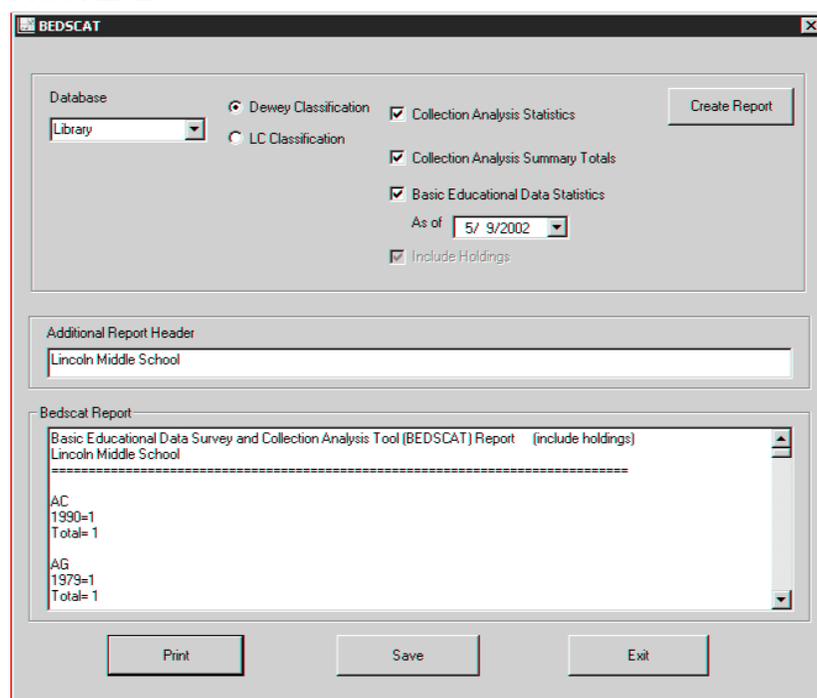
**Note:** If you select this check box, the Include holdings check box will automatically be selected.

**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).

- 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.

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 (Figure 2).

**FIGURE 2**



**NOTES:**

- If a classification is invalid, an asterisk appears before the classification in the report (for example, \*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 displays the Save As dialog box. Navigate to the location where you want to save the report. In the **File name** box, type a name for the file, and then 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.*



How to use



## Contacts & Credits

### POSTAL ADDRESS

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