

# TitleWise<sup>®</sup>

## User's Guide



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# Welcome to TitleWise

Quickly diagnose your library's strengths and weaknesses, plan an effective weeding strategy, and make smarter purchasing decisions.

A healthy collection fuels learning and student achievement. However, there is no one-size-fits-all solution — not all students have the same needs and interests, and not all schools serve the same community. To ensure a well-rounded collection, you need insight into your materials to know what's working and why it's working — or where it's not working — then plan your goals, decisions and actions accordingly.

Additionally, it's important to track your efforts over time and have the flexibility to report on performance in a way that best suits you and your school.

## TitleWise Features at a Glance

### **Explore a Comprehensive, Easy-to-Understand Report**

Understand and interact with your collection like never before. Get a complete overview of your library — or focus on just your print or digital materials — broken down by classification, age, or reading level.

### **Track Key Metrics**

Quickly identify important aspects of your collection in need of attention. Do you have enough materials? Are many of your nonfiction titles old or outdated? Now you'll always be prepared to make informed weeding and purchasing decisions.

### **Gain Deeper Insight**

Behind every chart and graph in your collection report is a detailed listing of the specific titles for any given area. For example, dig into your aged titles to explore, sort, and print a list of possible weeding candidates.

### **Assess Reading Level Distribution**

Is your library a reflection of current learning needs and abilities? See your entire collection leveled by Guided Reading/Fountas & Pinnell, Lexile, and Accelerated Reader reading level — ensuring the perfect fit for your students.

### **Save Time When Working in Titlewave**

Because we know about the items in your library, we can alert you when searching and building lists about items matching those you already own (even if you bought them somewhere else) — an easy way to prevent accidentally purchasing unwanted duplicates.

## Resources for Learning More

### **TitleWise Support**

Looking for assistance with your collection report, or want to discuss weeding or purchasing strategies, please email [sss@follett.com](mailto:sss@follett.com) or call our TitleWise support specialists at **888 511-5114** — outside the US, please call **+1 708 884-5000**.

### **Using Destiny Library Manager?**

Good News! With Destiny Library Manager you can now access Titlewave with one click, import MARC records, and easily update your TitleWise analysis — all from within Destiny.

# Overview of TitleWise

An introduction to the information and tools you'll use to interact with your collection in TitleWise.

TitleWise provides a comprehensive look into every facet of your collection – what you own and how it's organized. Your personalized report allows you to quickly determine the overall health of your library by looking at the number of books you own and their publication year. Beyond the single-page report, there are more details and controls to help you research issues and plan appropriate actions.

Here is a brief introduction to the wealth of information and powerful tools you'll be using to explore your library in a whole new way.

## Library Collection Report

### Quickly Review, Learn & Take Action

Explore an extensive, easy-to-understand dashboard designed to help you assess the overall health of your collection. We break down your collection by important characteristics – fiction vs. nonfiction, classification, age, interest and reading levels – to help you gain a thorough understanding of exactly what you own and which areas are thriving, as well as those that may be inadequately represented or contain old and outdated content.

Follett understands that every library is unique, and your TitleWise report is a reflection of how you've chosen to organize your library. We analyze your MARC records and group items by your specific call numbers. Do you catalog all your graphic novels with a special prefix? Do you group your local interest titles and authors together? Either way, TitleWise will present your library in exactly the way you expect to see it.

Your single-page TitleWise report is designed for easy printing — whether to compare progress with a previous year, or share with your colleagues.

### eBooks & Digital

From ebooks to digital audiobooks, we understand the growing role technology plays in twenty-first century learning. In addition to viewing your entire collection, TitleWise can focus on just your digital or print materials. This allows you to see how your ebooks and digital resources – regardless of how few or how many – are distributed across your collection by fiction vs. nonfiction, classification, age, interest and reading levels.

## HealthCheck

Your collection report contains a wealth of insightful information, but there are times when you may wonder about where to start. That's where HealthCheck comes in. We look at several key metrics that factor into the overall health of every library collection — and alert you if there are areas that may need your attention.

### Average Age

Quickly evaluate the age of your entire collection. This is a good indicator of how relatively old or new your collection is. Of course, every library is expected to include some older, timeless materials — classic fiction, poetry, folklore, etc. — but if you find your collection's average age drifting too far into the past, it may be time to take a closer look at your nonfiction.

### Items per Student

While it's important to keep an eye on the average age of your collection, you also need to know if you have enough materials — or too many — to meet current student needs. Based on your own state or library goals, TitleWise will caution you if this number falls below a certain point.

By monitoring both the average age and items per student — as well as the effects both weeding and purchasing decisions can have on these numbers — you are better positioned to confidently provide a current, relevant collection of resources for your school.

### Fiction & Nonfiction

It is vital to provide the appropriate balance of literary and informational materials. Grades K–5 emphasize an equal balance, while grades 6–12 tend to shift the reading and instructional time towards substantially more nonfiction — including essays, speeches, biographies, and other documents written for a broad audience.

TitleWise will track your fiction vs. nonfiction balance and let you know if one side or the other is underrepresented.

### Aged Titles

The average age of your collection is a good, high-level reference point, but you can then zero-in on exactly which titles are having the most impact on your collection's age — those older than 15 years. If the number of these aged items represents a significant percentage of your collection, TitleWise will bring this to your attention to help identify potential weeding candidates.

And because it doesn't always have to be bad news, we will let you know the percentage of titles you own published in the last 5 years — again, giving you a general idea of the balance between new and old.

## **Age-Sensitive Areas**

In addition to tracking all the materials that were published more than 15 years ago, it's particularly important to watch the age of certain topics even more closely. Content in these nonfiction areas can become outdated, irrelevant, or even factually incorrect much sooner. Does your collection include books featuring bulky car telephones, the wonders of the nine planets, or maps of countries that no longer exist — now you'll know exactly if and where these potential troublemakers exist.

You have complete control regarding what and how closely you want to monitor your aged materials, as the age threshold is customizable. If 15 years is too loose, change it to 10 — or add your own age-sensitive areas that you want to track — it's entirely up to you.

## Collection Details

### **Take a Closer Look**

While the collection report gives you a comprehensive, bird's-eye view of your entire library, there's additional insight to be gained by examining specific areas more closely. Behind every table and chart shown on your report is a listing of the individual titles included in that particular area.

This detailed view first summarizes the number of items, their average age, and the percentage of your collection represented by these titles. From there, you can review each title's call number, title, author, publication year, and barcode number. You'll always know the story behind the numbers and make informed decisions about weeding, or identifying and filling gaps.

### **Every Title Counts**

In addition to the summary statistics over any given area of your collection, TitleWise provides you with a complete list of the specific titles found in each section — giving you a detailed understanding of how well your library represents a particular area of focus. This list can then be sorted in several, convenient ways — call number, title, author, publication year — to help you easily review exactly what you have on your shelves.

As part of the initial analysis, TitleWise will attempt to match the items in your collection with a corresponding item in Titlewave. For these matched items, you will see additional information for each title — Library of Congress Dewey assignment, interest level, and any applicable reading level information. Additionally, you can click into matched items to see more detailed information, read reviews, purchase additional copies, or see related items and topics.

## Refine – or Even Change – Your View

The detailed list of items that make up each area of your report is helpful when assessing your library's high-level strengths and weaknesses. TitleWise allows you to customize any list of items using any combination of additional filters — including classifications, publication years, interest levels, and reading levels. As you refine your list, you'll see the summary statistics at the top of the page update to reflect your filtered selection — essentially, giving you the freedom to see the average age and % of collection for any content area you like.

Additionally, any list of titles you bring up are available to download, view, and print in Microsoft Excel (XLS) — this gives you a convenient format to take to your shelves when reviewing potential weeding candidates, for example.

## Settings & MARC Profile

*Note: Please see [Setting Up Your Analysis & Submitting a MARC File](#) for a complete guide to the TitleWise setup process — available as a downloadable PDF.*

## Diagnostics

### About Your Collection

Here you'll find information about your school, who to contact, and the MARC file used to create this report — useful when troubleshooting issues with how your MARC file was read and analyzed.

### Improving Your Overall Collection Analysis

Your TitleWise report is a reflection of both the MARC file you submitted and the options you selected during the setup process. If you are concerned about the accuracy of your report, TitleWise allows you to review 3 key areas that tend to have the most impact on the quality of an analysis.

#### Incomplete Call Numbers

This is a list of holdings that TitleWise was unable to identify and organize by classification. Typically, this is the result of not entering all your call number prefixes during setup, or some of your records may have typos or missing call numbers.

Oftentimes, reviewing these items will uncover a call number prefix you overlooked during setup and can be easily corrected by clicking the [Settings](#) link in the report toolbar.



**Incomplete Publication Years**

These are the items that were not included in any age-related tables or graphs — Collection by Year, for example. This can happen when some of your records contain missing or unrecognizable publication years and would need to be updated in your circulation system.

**Unmatched**

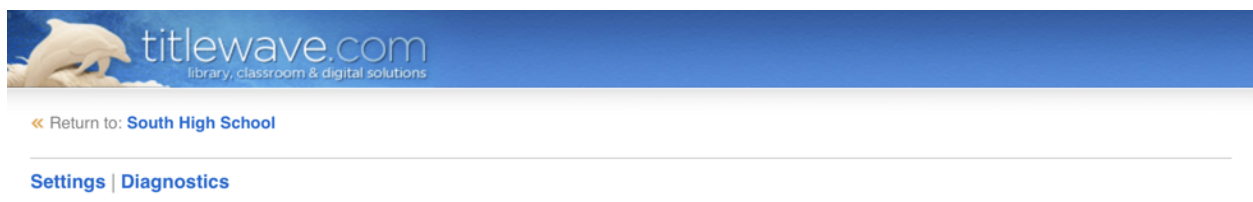
Review a list of any items in your collection that TitleWise was unable to match to a corresponding item in Titlewave. Any unmatched items are not included when reporting on interest or reading levels, and may have a noticeable impact on the quality of those results.

# Reading Your Collection Report

Take an in-depth look into the wealth of information and insight contained in your personalized TitleWise analysis.

## Navigation

Most everything you'll want to know about your library is displayed in your report without the need to click through multiple tabs and screens, but here are a few important tools to help you find your way around:



*Getting around using the report toolbar*

### **To see a list of all the reports you've run for your library:**

Click the [Return to: Your School's Name](#) link in the upper-left corner of the report. From there, browse and view past reports — allowing you to track and compare your progress over time.

### **To change your contact info, MARC profile, or weeding preferences:**

Click [Settings](#) in the report toolbar to return to the TitleWise setup process where you can review, update, or adjust the information we use to create your report.

### **To review and find ways to improve the quality of your overall analysis:**

Click [Diagnostics](#) in the report toolbar to see an overview of how well we were able to recognize and correctly group your call numbers and classifications. Additionally, we can help you identify items in your collection with missing or unrecognized publication years.

## About You & Your School Library Collection

The first section of the report is all about you and your library — the name of your school library collection, grades and enrollment, the date you ran your report, and any notes you

may have added. Additionally, TitleWise displays the contact information of the person responsible for fielding questions or comments about the collection.

## South High School Library Collection

Grades 9–12; 2,000 Students

AUGUST 25, 2016

Prepared by

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*Information about you and your school library collection*

### To change or add information about your collection and who to contact:

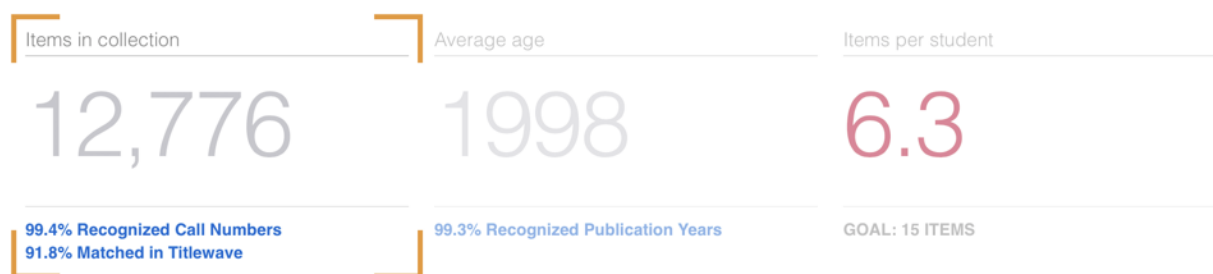
Click [Settings](#) in the report toolbar to return to the TitleWise setup process where you can change or add information about your school library collection and who to contact at your school with questions or comments.

## Collection Overview

When doing collection development, there are typically 3 key metrics used to determine the overall health of a school library collection. This is an excellent place to start when doing an initial, high-level evaluation of your library.

### Items in Collection – How many items are in your collection?

Based on what was entered during the setup process, this is the number of items TitleWise was able to recognize, categorize, and analyze — the total number of holdings used to create your personalized collection report. When analyzing your MARC data, TitleWise will attempt to match your titles with those we offer in Titlewave. This allows us to provide even more information about your library — interest and reading levels, for example.



*How many items are in your collection?*

### To review items that were not included in your report:

The [% Recognized Call Numbers](#) link shows you how well TitleWise was able to analyze your collection — the higher the percentage, the more accurate and complete your report will be. Typically, a low percentage is the result of not entering all your call number prefixes

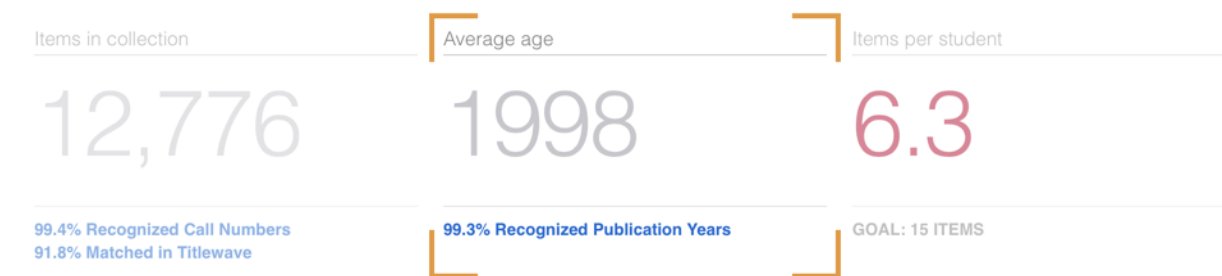
during the setup process, or some of your records may be missing call numbers altogether. Click this link to explore a list of any unrecognized items and adjust your settings to improve the overall quality of your report.

**To review items that were not matched to items available in Titlewave:**

Click [% Matched in Titlewave](#) link to review a list of any items in your collection that TitleWise was unable to match to a corresponding item in Titlewave. Because Follett has relationships with thousands of publishers, we are usually able to match a significant number of items in most collections. Keep in mind that unmatched items are not included when reporting on interest or reading levels, and they do not allow you to see additional title information or read reviews like you can with matched items.

**Average Age – How old are the items in your collection?**

The age of the materials in your collection is an important factor contributing to its overall health. Too many aging books can be an indicator that your library may contain outdated, irrelevant, or even incorrect content that you may want to review, discard, and replace. It's important to have a balance between classic literature and current, high-interest content to ensure that students see the library as a valuable resource for informational as well as recreational reading materials.



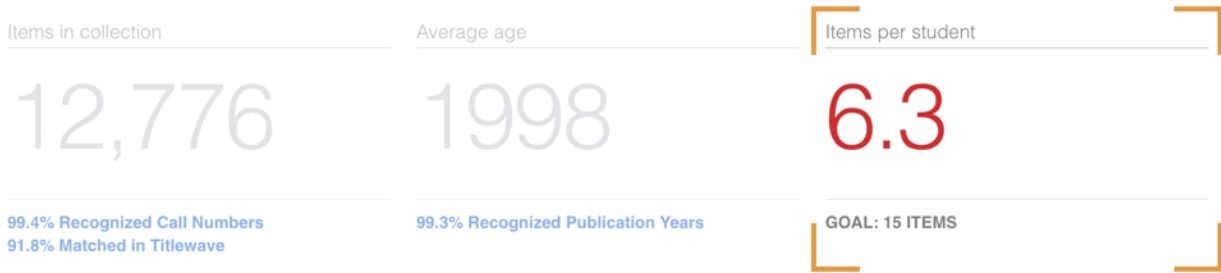
*How old are the items in your collection?*

**To review items that were not included in age-related reporting:**

Click [% Recognized Publication Years](#) link to review items in your collection that TitleWise was unable to include when factoring age into your collection report — Collection by Year, for example. Typically, a low percentage can result when some of your records contain missing or unrecognizable publication years.

**Items per Student – Are there enough items in your collection?**

Based on your school's enrollment – entered during the setup process – and the number of items in your collection, TitleWise calculates the number of items available per student. This is a good indicator as to whether your library has enough materials to adequately serve the student population. If your state or district has a recommendation for the acceptable number of items per student, this is an easy way to track your library's status.



Are there enough items in your collection?

**To set a personal, district, or state goal for the recommended items per student:** Click [Settings](#) in the report toolbar to return to the TitleWise setup process where you can enter a custom goal for the recommended items per student. Once you set a goal, your TitleWise report will track your actual items per student vs. your desired goal — alerting you if you’re falling short of meeting your goal.

## Print, Audiovisual & Digital — Physical vs. digital resources

With more and more school districts emphasizing the role digital literacy and electronic books play in student achievement, it’s important to monitor the reach and relevance these resources have in your own library collection. This convenient pie chart shows you the overall balance between your physical and digital resources, as well as their average age by media type.

### Print, Audiovisual & Digital

Resource-rich school libraries play a key role in promoting both information literacy and reading for information and inspiration.

Physical vs. digital resources



Physical vs. digital resources

**To explore an itemized list of just your print or digital resources:**

Click either the [Print](#) or [Digital](#) link – or the corresponding pie chart slice – to view a complete, sortable inventory of every item in your collection by media type. You can then use the filters on the left to explore even further – by classification, publication year, interest level, etc.

*Note: If your collection contains only print, or only digital materials, you will not see this feature.*

## Fiction & Nonfiction — Literary vs. informational texts

TitleWise gives you an easy way to monitor the balance and average age of your fiction and nonfiction. To be successful, students need exposure to a variety of fiction and nonfiction materials. By grade 4, students should be reading equal amounts of fiction and nonfiction — and this expectation tips toward more nonfiction as students move up through the grades.

For this chart, fiction consists of the items you've identified as "General Fiction" during the setup process, and nonfiction items are those that fall into a Dewey range — minus any items you've set up as separate categories, i.e., Biography.

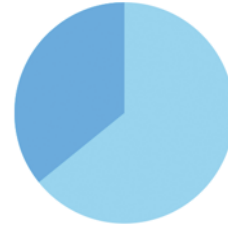
### Fiction & Nonfiction

Reading comprehension requires more than just decoding and knowing the meanings of words — background knowledge is essential.

Literary vs. informational texts

36%  
Fiction

AVG. AGE: 2007



64%  
Nonfiction

AVG. AGE: 1993

*Literary vs. informational texts*

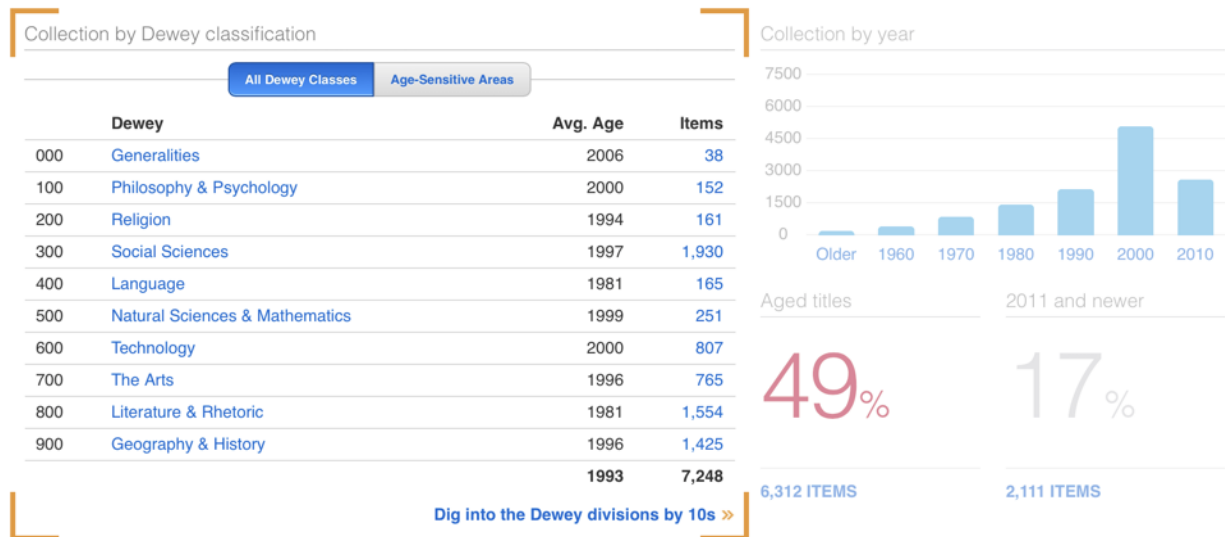
### To explore an itemized list of just your fiction or nonfiction materials:

Click either the [Fiction](#) or [Nonfiction](#) link — or the corresponding pie chart slice — to view a complete, sortable inventory of every item in your collection for each classification. You can then use the filters on the left to explore even further — by publication year, interest level, reading level, etc.

## Collection by Dewey Classification

### Your Nonfiction at a Glance

See how your nonfiction materials are distributed across the 10 Dewey classes — ensuring the breadth necessary to support your diverse student and teacher needs. Using this table, you can easily identify areas in your collection that are “thin” or not as well-represented as others. Use this information to focus on both your weeding efforts, as well as areas that may be in need of more — or newer — content.



The 10 main Dewey classes

**To explore an itemized list of materials from a specific Dewey area:**

Click either a class name in the **Dewey** column or a count in the **Items** column to see a complete, sortable inventory of every item in your collection for each Dewey area. You can then use the filters on the left to explore even further – by publication year, interest level, reading level, etc.

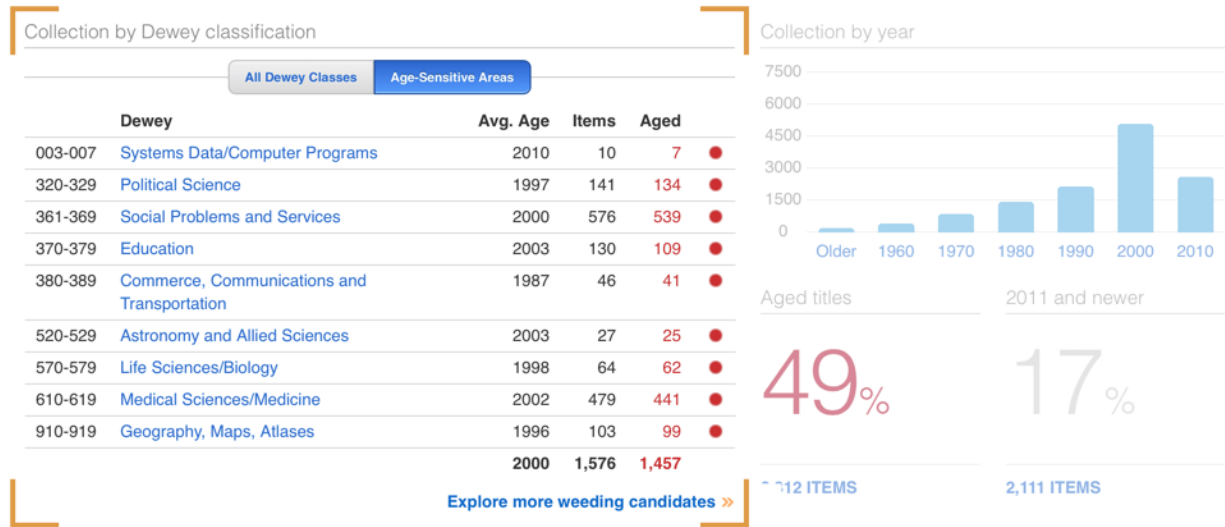
**To see how your nonfiction materials are distributed across 100 Dewey divisions:**

Click the [Dig into the Dewey divisions by 10s](#) link in the lower-right, under the items total, to see a detailed breakdown of your nonfiction by Dewey division. Easily determine whether your content is evenly distributed within a given area or if there are clusters and gaps — all conveniently broken down by decade.

**Age-Sensitive Areas**

While it’s important to keep an eye on your nonfiction as a whole, we’ve identified several key Dewey areas where content is particularly sensitive to aging — such as technology, politics, science, and geography. Older materials in these areas may contain outdated, irrelevant, or even factually incorrect content.

TitleWise looks at each age-sensitive area and alerts you when more than 50% of the titles within a given range exceed the acceptable age limit. These flagged areas are a good place to begin when planning your future weeding and purchasing decisions.



Focus on Dewey areas where content tends to age faster

**To explore an itemized list of materials within a specific age-sensitive area:**

Click either a class name in the **Dewey** column or a count in the **Aged** column to see a complete, sortable inventory of the aged items in your collection within each age-sensitive area. You can then use the filters on the left to explore even further – by publication year, interest level, reading level, etc.

**To change or add new age-sensitive areas to watch:**

Click **Settings** in the report toolbar to return to the TitleWise setup process where you can edit the default age-sensitive areas, or add as many custom Dewey ranges to your watch list. Additionally, you can customize the acceptable age for each area.

**To explore a complete list of weeding candidates using *The CREW Method*:**

Click the **Explore more weeding candidates** link in the lower-right, under the items total, to see a detailed list of specific Dewey areas to review for possible weeding candidates.

For more information about the CREW guidelines and how to cull outdated and no longer useful materials from your collection, please visit <https://www.tsl.state.tx.us/ld/pubs/crew/index.html>.

## Fiction, Reference, Biography & Other Classifications

Specifying call number prefixes in your MARC records is a helpful way to group and track areas of your collection based on type or topic. This TitleWise table displays the standard General Fiction, Reference, and Biography classifications, along with any custom categories that you use in your library.



Quickly scan your classifications, the number of items you own in each area and their average age — this can be particularly insightful in areas such as Reference or Professional, for example.



*Fiction, Reference, Biography & other classifications*

**To explore an itemized list of materials within a specific classification:**

Click either a [Classification](#) link or a count in the [Items](#) column to see a complete, sortable inventory of every item in your collection for each classification. You can then use the filters on the left to explore even further – by publication year, interest level, reading level, etc.

**To identify, change, or add new classifications and prefixes:**

Click [Settings](#) in the report toolbar to return to the TitleWise setup process where you can edit the prefixes used to identify Fiction, Reference, Biography, and other classifications in your collection — or add your own custom classifications and corresponding prefixes.

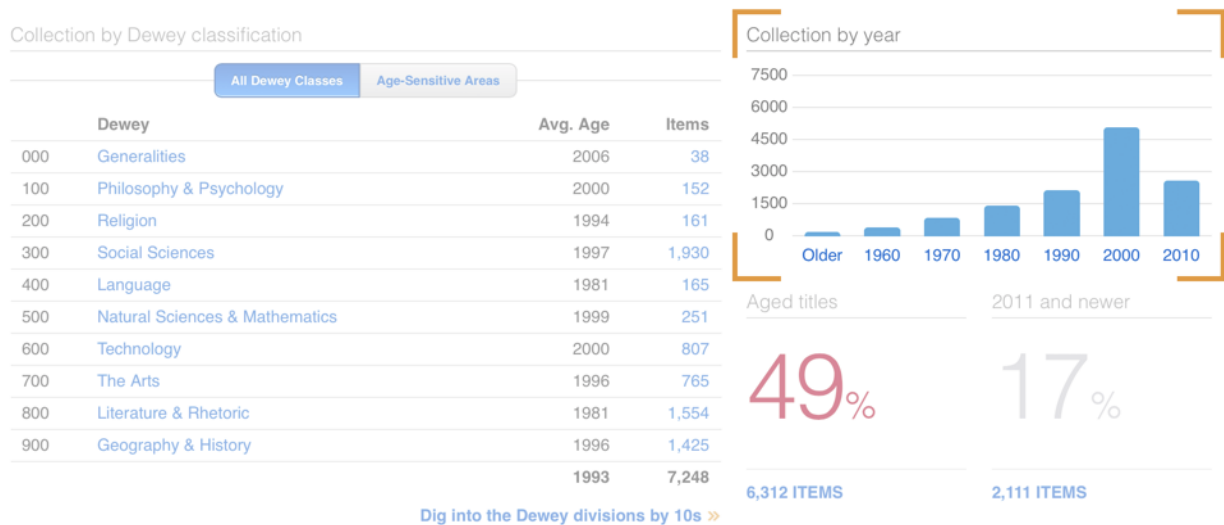
## Collection by Year

### Distribution by Decade

TitleWise looks at the publication dates of every item in your collection and provides a graph of your content by decade — showing the relative age and distribution of your library’s resources. This is obviously useful when evaluating your nonfiction materials, as older nonfiction should be regularly evaluated for content and relevancy. Fiction is also susceptible to the potential effects of aging. While many older books are considered “classics”, it’s still a good idea to review your fiction periodically. Are the same books that were all the rage 10 or more years ago still appropriate – or compelling – for today’s readers?

Seeing your collection by decade is an easy way to gauge the recency of your content and spot trends over time. Ideally, you’ll look for taller bars in recent years and much shorter

bars as you go back through the decades, but be aware that too many similar-sized bars may be a sign of potential weeding opportunities.



Collection by year

**To explore an itemized list of the items published in a particular decade:**

Click either a **bar** from the bar chart or a **decade** label – helpful for very short bars – to see a complete, sortable inventory of every item in your collection published in a specific decade. You can then use the filters on the left to explore even further – by classification, interest level, reading level, etc.

**The Old & The New**

Seeing your entire collection by decade can provide valuable insight, but this section of your report allows you to focus on the two ends of the spectrum. These metrics help you ensure there’s both a steady influx of fresh content, as well as monitor your oldest content to help guide your weeding efforts.

Aged titles are those items in your collection that fall outside of the “acceptable age” you define during setup for the various classifications and age-sensitive Dewey areas.

Newer titles include any item in your collection published within the last five years.

Collection by Dewey classification

All Dewey Classes		Age-Sensitive Areas	
Dewey		Avg. Age	Items
000	Generalities	2006	38
100	Philosophy & Psychology	2000	152
200	Religion	1994	161
300	Social Sciences	1997	1,930
400	Language	1981	165
500	Natural Sciences & Mathematics	1999	251
600	Technology	2000	807
700	The Arts	1996	765
800	Literature & Rhetoric	1981	1,554
900	Geography & History	1996	1,425
		1993	7,248

[Dig into the Dewey divisions by 10s >>](#)

Collection by year



### The old & the new

#### To explore an itemized list of all your aged materials:

Click the [number of items](#) link below your percentage of aged titles to see a complete, sortable inventory of every item in your collection exceeding the acceptable age limit — including the age-sensitive areas. You can then use the filters on the left to explore even further — by classification, publication year, interest level, etc.

#### To explore an itemized list of recently published materials:

Click the [number of items](#) link below your percentage of newer titles to see a complete, sortable inventory of every item in your collection published in the past 5 years. You can then use the filters on the left to explore even further — by classification, publication year, interest level, etc.

#### To customize the acceptable ages for your library's classifications:

Click [Settings](#) in the report toolbar to return to the TitleWise setup process where you can edit the default acceptable age for individual classifications.

## Interest Levels

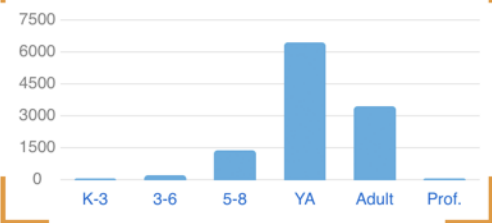
It is important to offer students materials that span a wide range of interests appropriate to the grade levels of your school — extended slightly above and below. This graph represents the publisher-assigned interest levels for the content in your collection, making it easy to see how well you're meeting the interests and needs of your students.

Keep in mind, this information is based on our ability to match your materials to those offered in Titlewave and any unmatched items will not be reflected in the bar chart.

Fiction, Reference, Biography & other classifications

Classification	Avg. Age	Items
General Fiction	2007	4,040
Reference	1998	186
Biography	1999	463
Professional	2004	116
Story Collection	1990	135
Paperback	—	—
Easy	1993	105
Graphic Novels	2007	289
Juvenile	1989	13
Reserve	1985	100
	2005	5,447

Collection by interest level



*Collection by interest level*

**To explore an itemized list of materials within a specific interest level range:**

Click either a **bar** from the bar chart or an **interest level range** label – helpful for very short bars – to see a complete, sortable inventory of every item in your collection assigned an interest level within a particular range. You can then use the filters on the left to explore even further – by classification, publication year, reading level, etc.

*Note: Interest levels are displayed only for items TitleWise has matched to those available in Titlewave.*

## Reading Levels

Matching students to appropriate texts will enhance their love of reading and help improve fluency and comprehension skills. Best practices recommend offering a wide range of text complexities – with 50% of your collection at grade level, 25% above, and 25% below – to support differentiated instruction and allow students to find their “just right” book.

This section of the report breaks down your collection by several common reading programs — including Fountas & Pinnell, Lexile, Accelerated Reader, and Follett’s own reading levels. This information is based on our ability to match your materials to those offered in Titlewave – even then, not every item is assigned a reading level – and gives you a good indication of how well your collection addresses the needs of your students.

## Reading Levels

Match students to texts that can be read with success, thus assisting them to grow as readers.

Average reading level by program

X

GUIDED READING/F&P

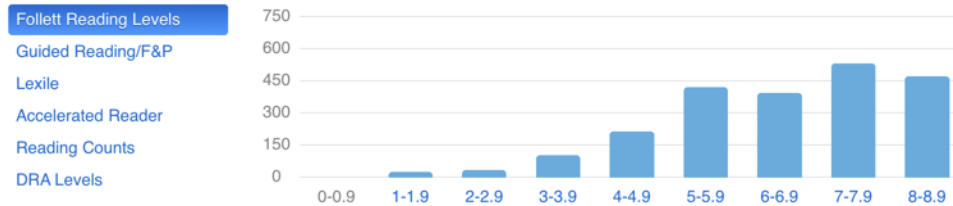
820

LEXILE

5.7

ACCELERATED READER

Collection by reading level



Average reading level

6th grade

*Collection by reading level*

### To explore an itemized list of materials within a specific reading level range:

Click either a [bar](#) from the bar chart or a [reading level range](#) label – helpful for very short bars – to see a complete, sortable inventory of every item in your collection assigned a reading level within a particular range. You can then use the filters on the left to explore even further – by classification, publication year, interest level, etc.

### To see your collection leveled by other reading programs:

Click any of reading program names from the list on the left to see items in your collection leveled by program. Remember, not every item is necessarily assigned a level from any given program.

*Note: Reading program information is displayed only for items TitleWise has matched to those available in Titlewave.*