


# PAS Technical Group



September 15, 2022

# Access Diversity Audit Tool


- From the CCS Website's [Member Tools A-Z page](#)

SYSTEM STATUS: System is up 

## MEMBER TOOLS A - Z

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<h3>Cataloger's Wiki</h3> <p>Guidelines used for shared cataloging practices</p> <p><a href="#">View</a></p>	<h3>Circulation Manual</h3> <p>Guidelines used for shared circulation practices</p> <p><a href="#">View</a></p>	<h3>Diversity Audit Tool</h3> <p>Web-based tool used to analyze the diversity of the library collections and select diverse items to purchase</p> <p><a href="#">View</a></p>
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# Access Diversity Audit Tool

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**Diversity Audit Tool**  
(Is Not Archived) (Add To Favorites)  
The Diversity Audit Tool utilizes subject headings in the bibliographic records of the CCS catalog to help analyze the diversity of your collections.

Collection Management [Back To Top](#)

**InTransit Overdue (09/12/2022 08:03)**  
(Display Archive) (Add To Favorites)  
Items that have been marked as in transit for over 14 days.

**Preliminary Bibs with Available Items (09/12/2022 07:34)**  
(Display Archive) (Add To Favorites)

**Purchase Alert**  
(Display Archive) (Add To Favorites)  
Titles with a holds ratio greater than 2:1 for holds placed by your patrons.

# Training Resources

- Access the webpages and video tutorials from How To - Reports: <https://www.ccslib.org/training/list/15>
- Recommended order:
  1. [Introducing the Diversity Audit Tool](#)
  2. [Diversity Audit Tool Interface](#)
  3. [Diversity Audit Tool: Diversity Audit Dashboard](#)
  4. [Diversity Audit Tool: Collection Development Dashboard](#)
  5. [Diversity Audit Tool FAQ](#)
- [Webinar recording from August 4, 2022](#)
- Request 1-on-1 training sessions.

# Coming in the Fall

- New categories:
  - Women
  - Poverty
  - Immigration
- Circulation columns in summary and subcategory tables will match.
- Adding New/Not New column to “Titles Selected for Analysis” table.
- Watch for multiple surveys to assess:
  - A need for additional circulation statistics.
  - How middle grade titles are identified in item records.
  - General design of the tool.

# How can you help improve subject headings?

- Subject headings representing diversity may not be included in a record when:
  - An identity is not described in the summary.
  - There is no summary in the record, and it is a full level record already.
- If you have free time, you can review the records of newly acquired titles.
- Contact your catalogers to ask them to add more subject headings when you identify records missing headings.

Title: Alice Walker : a life  
Author: [White, Evelyn C., 1954-](#)  
Edition: First edition  
Format: Book  
Publisher, Date: New York : Norton, ©2004.  
Description: xv, 538 pages, 16 unnumbered pages of plates : illustrations ; 24 cm.  
Subjects: [Walker, Alice, 1944-](#)  
[Authors, American -- 20th century -- Biography.](#)  
[African American authors -- Biography.](#)  
[Glencoe \(Ill.\) -- LGBTQ+ Collection.](#)  
Genre: [Biographies.](#)  
Contents: Kudzu -- To have and to hold -- Life is the award.  
ISBN 0393058913 (hardcover)

# How should I convey this to a cataloger?

- Bib control number of record missing subject headings.
- Title was selected because it reflects specific identities:
  - Examples:
    - African American women
    - Bisexual women
- These identities are not reflected in the subject headings.
- Please add the appropriate subject headings to reflect these identities.