

collectionHQ Diversity, Equity and Inclusion Analysis

The collectionHQ Diversity, Equity and Inclusion (DEI) Analysis module is the first step in identifying titles to consider for a DEI Audit, by using an evidence-based approach.

Here are some tips and tricks to help you understand and get more from this insightful tool.

1. HOW ARE TITLES BEING CLASSIFIED AS DEI?

There are multiple data points and sources that collectionHQ considers to classify a title as DEI. These include:

1. Customer generated 65X MARC tags. *
2. Kirkus Diversity Collection Selection Lists.
3. Baker & Taylor Librarian Reviewed.
4. BISAC (Level 1, 2, and 3) matching to a DEI Topic.
5. Library of Congress subject headings.
6. You can now self-classify items you feel belong in a DEI Topic.

Titles may have one or more of these six data points indicating their reference to a DEI Topic as illustrated in the example below.

	BISAC	Disabilities & Neurodiversity, Mental & Emotional Health	FAMILY & RELATIONSHIPS / Children with Special Needs	FAMILY & RELATIONSHIPS / Education	PSYCHOLOGY / Psychotherapy / Child & Adolescent
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This image has been cropped for illustration purposes. Log in to collectionHQ to view the report in more detail.

* To ensure that new items are considered in DEI Analysis, cataloguers or vendors should include the DEI topic heading in the 65X MARC field.

SCROLL DOWN FOR MORE TIPS

2. COLLECTIONHQ OFFERS THE ABILITY TO VIEW THE DEI DASHBOARD IN DIFFERENT WAYS

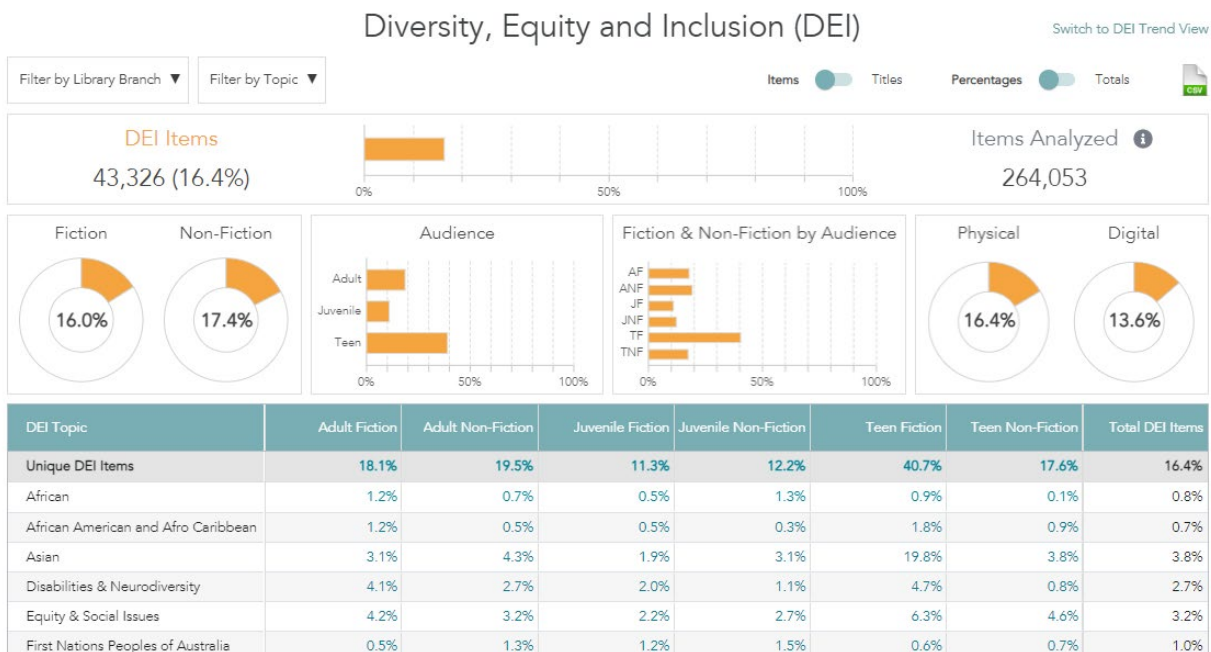
Items vs. Titles

The number of items (barcodes) is the default view and counts every copy of every applicable title. This allows libraries to focus on the different needs of local communities within their library system.

The number of titles counts each unique title once, no matter the number of copies owned. This allows for the analysis of depth versus breadth of DEI material.

Percentages vs. Totals

The dashboard will present the total count of items (or titles if you are viewing DEI by title) and can be changed to show what percentage those items (or titles) make up of that collection area. To change this view, simply click on the toggle found to the upper right-hand corner of the screen.



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3. DRILLING DOWN TO MORE DETAIL

Export to CSV

Click on a number within the 'DEI Topics' table to drill down to the screen below. From here, you can export your DEI items within that topic to a CSV file for analysis.

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Adult Non-Fiction
Asian

Branch	DEI Topic Items	Other Items	Export DEI Items
Total	The library branch name	187,700	
Library A	36	4,572	
Library B	42	5,803	



View by branch

Click on the branch name or the number in the 'DEI Topic Items' column to see a detailed report of the DEI items as illustrated below.

Layout: Default View | Layout Options | Default | Advanced Options

DEI Item Detail Report

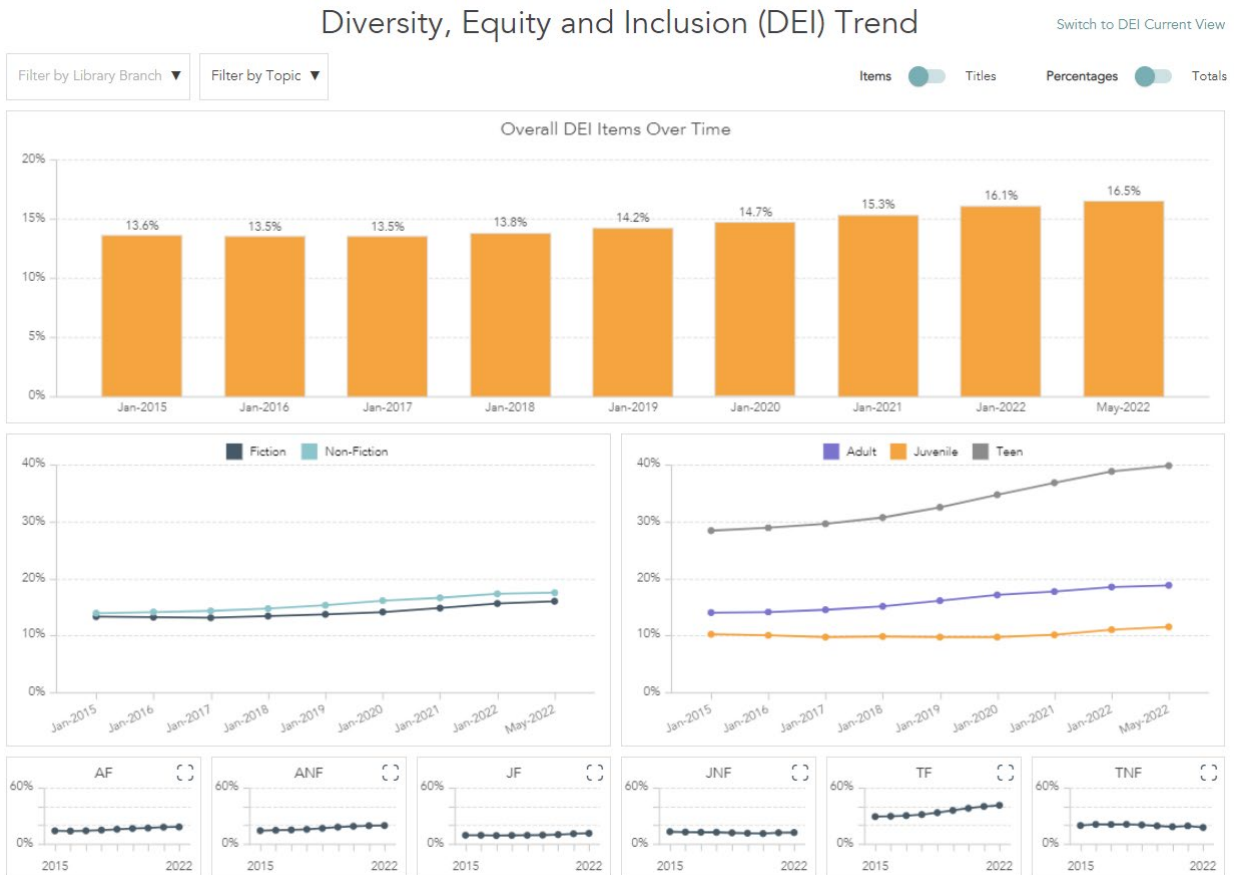
DEI Topic: Asian
Category: Adult Non-Fiction
Library Branch: Library A

Book Cover	1 Author	2 Title	Barcode	ISBN	DEI Qualifier	DEI Topic(s)	BISAC 1 Description	BISAC 2 Description
	Bredley, James	The China mirage : the hidden history of American disaster in Asia	3431516331	9780316410670	BISAC	Asian	HISTORY / Asia / China	HISTORY / Asia / General
	Crane, Richard	Handbook of Chinese astrology : an illustrated guide to the Chinese horoscope and how to use it	1_5538765331	9780754826750	Library Of Congress Subject Heading	Asian	BODY, MIND & SPIRIT / Astrology / Eastern	

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4. MONITOR CHANGES OVER TIME

DEI Trend view allows you to monitor changes in your library's provision of DEI material over time from a date that can be set in DEI Administration.



5. CUSTOMISING YOUR DATA

If you have either an Admin or DEI Admin role in collectionHQ, you will be able to:

1. Click on the DEI Topic and exclude it from the analysis. When you exclude a title, it is excluded from the entire library system along with anything attached to the BIB record. This information will be updated with your next dataset, or you can go to Administration > Common Tasks > Report Regeneration and it will take 24 hours for the changes to take place.
2. Upload barcodes and attach them to a DEI Topic. Please refer to the DEI help in Academy for more information.