

# Using Allocation Calculator

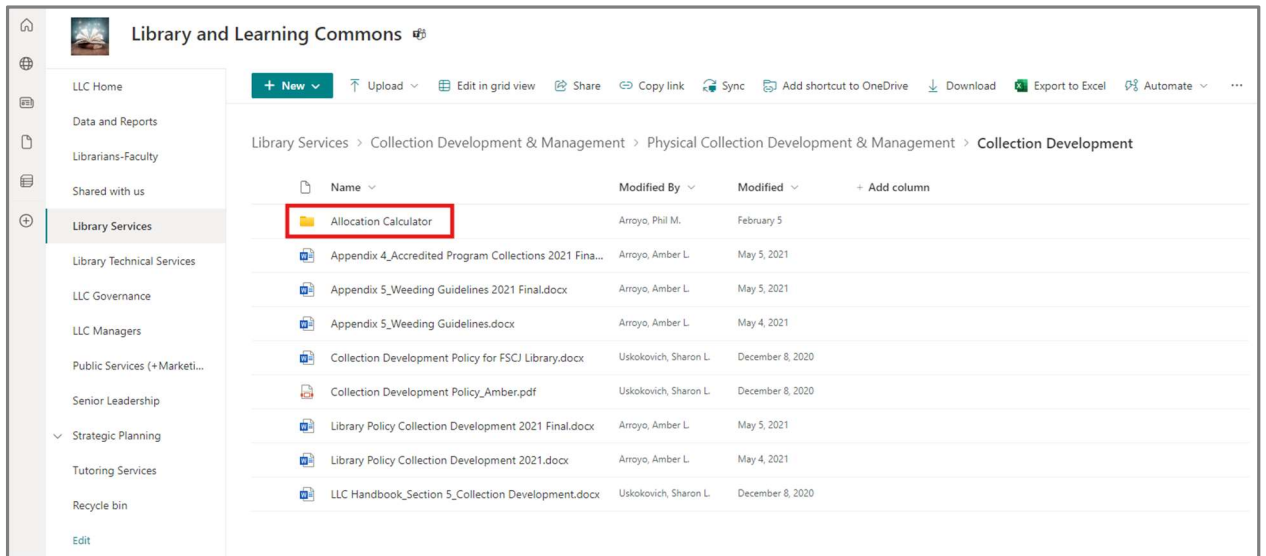
These instructions provide a step by step guide for comparing Alma data of physical items purchased this fiscal year with the suggested allocation percentages for your campus.

## Setting up the calculator for the year

1. Locate the *Collection Development* folder through the *Library and Learning Commons* site in SharePoint:

Library Services > Collection Development & Management > Physical Collection Development & Management > Collection Development

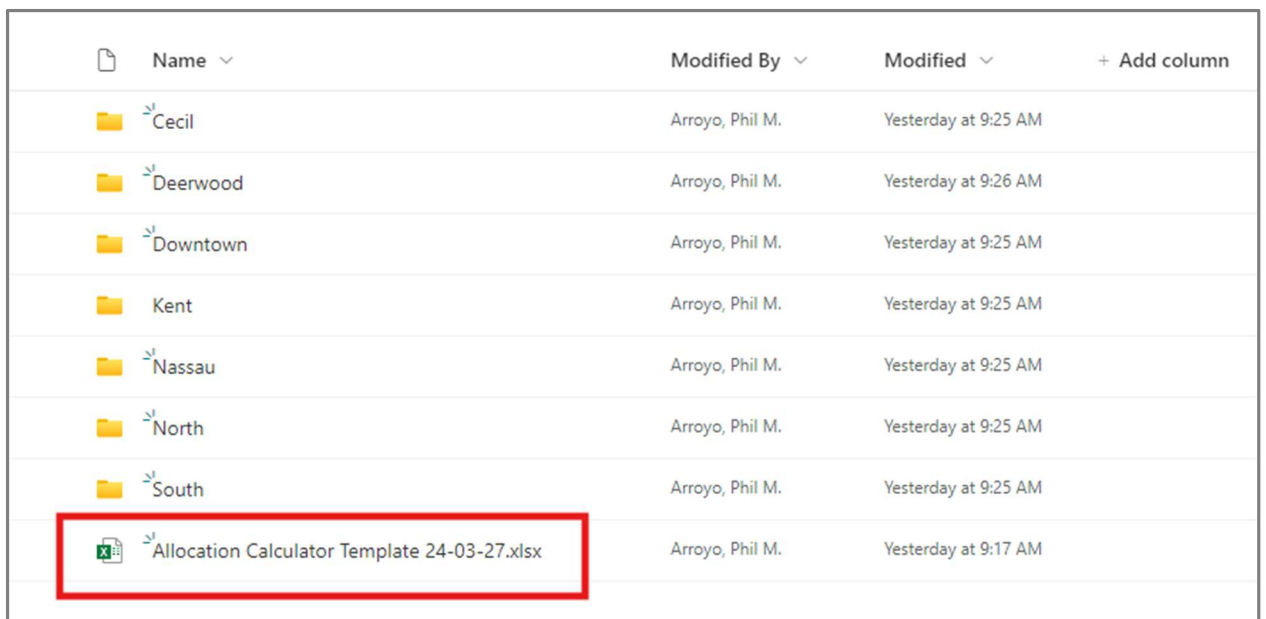
2. Navigate to the *Allocation Calculator* folder:



The screenshot shows the SharePoint interface for 'Library and Learning Commons'. The left sidebar lists various navigation options, with 'Library Services' selected. The main content area displays a list of files and folders. The folder 'Allocation Calculator' is highlighted with a red box. The breadcrumb path at the top reads: 'Library Services > Collection Development & Management > Physical Collection Development & Management > Collection Development'.

Name	Modified By	Modified
Allocation Calculator	Arroyo, Phil M.	February 5
Appendix 4_Accredited Program Collections 2021 Fina...	Arroyo, Amber L.	May 5, 2021
Appendix 5_Weeding Guidelines 2021 Final.docx	Arroyo, Amber L.	May 5, 2021
Appendix 5_Weeding Guidelines.docx	Arroyo, Amber L.	May 4, 2021
Collection Development Policy for FSCJ Library.docx	Uskokovich, Sharon L.	December 8, 2020
Collection Development Policy_Amber.pdf	Uskokovich, Sharon L.	December 8, 2020
Library Policy Collection Development 2021 Final.docx	Arroyo, Amber L.	May 5, 2021
Library Policy Collection Development 2021.docx	Arroyo, Amber L.	May 4, 2021
LLC Handbook_Section 5_Collection Development.docx	Uskokovich, Sharon L.	December 8, 2020

3. Download the *Allocation Calculator Template* excel file:



The screenshot shows a list of folders and files in SharePoint. The folders listed are 'Cecil', 'Deerwood', 'Downtown', 'Kent', 'Nassau', 'North', and 'South'. The file 'Allocation Calculator Template 24-03-27.xlsx' is highlighted with a red box. The breadcrumb path at the top reads: 'Library Services > Collection Development & Management > Physical Collection Development & Management > Collection Development'.

Name	Modified By	Modified
Cecil	Arroyo, Phil M.	Yesterday at 9:25 AM
Deerwood	Arroyo, Phil M.	Yesterday at 9:26 AM
Downtown	Arroyo, Phil M.	Yesterday at 9:25 AM
Kent	Arroyo, Phil M.	Yesterday at 9:25 AM
Nassau	Arroyo, Phil M.	Yesterday at 9:25 AM
North	Arroyo, Phil M.	Yesterday at 9:25 AM
South	Arroyo, Phil M.	Yesterday at 9:25 AM
Allocation Calculator Template 24-03-27.xlsx	Arroyo, Phil M.	Yesterday at 9:17 AM

- Reference your campus' allocation percentages (emailed at the beginning of each fiscal year):

KENT					
	Call Number Categories	%Library Allocation (2022-23)	Circulation	Course Offering	%Library Allocation (2023-2024)
1	Arts/Comm/Design	46.23499411	369	89	46.0613259
2	Business	5.636217136	30	27	5.432022428
3	Education/Law	7.26049496	45	79	5.222989419
4	Health	9.577436417	55	42	9.28401286
5	Industry/Manufacturing	1.320013857	5	17	1.934743785
6	Public Safety	3.204902241	28	6	3.326893265
7	STEM	17.27009933	79	90	16.09168194
8	Human Services/Social Sci	9.495841942	84	46	12.6463304
	Total	100	695	327	100

- Copy (Ctrl+C) and Paste (Ctrl+V) the target allocation percentages into the *Allocation %* column:

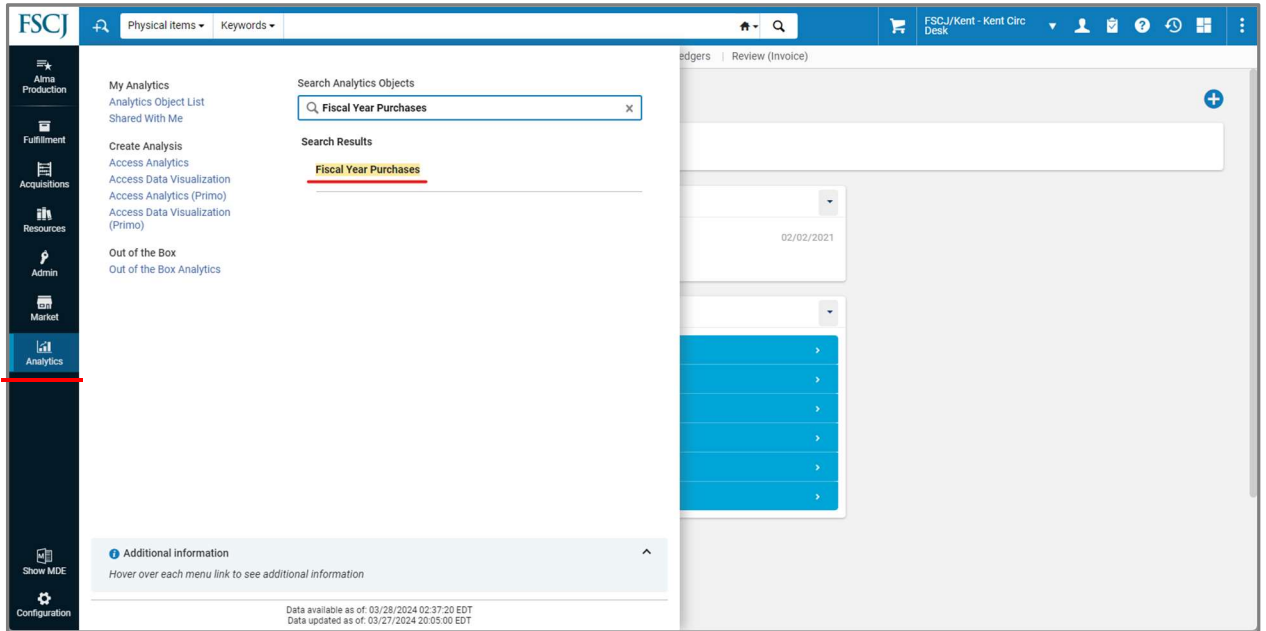
Description	Allocation %	Spending Goal	Remaining to Spend	Spent	Items	% Spent
Arts, Humanities & Communication	46.0613259	-	-	-	0	#DIV/0!
Business	5.432022428	-	-	-	0	#DIV/0!
Political Science, Law & Education	5.222989419	-	-	-	0	#DIV/0!
Health Sciences	9.28401286	-	-	-	0	#DIV/0!
Industry, Manufacturing, Construction	1.934743785	-	-	-	0	#DIV/0!
Public Safety	3.326893265	-	-	-	0	#DIV/0!
Science, Technology, Engineering & Mathematics	16.09168194	-	-	-	0	#DIV/0!
Social Sciences & Human Services	12.6463304	-	-	-	0	#DIV/0!
Total					0	#DIV/0!

- Enter the total amount that your campus intends to spend on physical materials this year into the *Dedicated Budget* area:

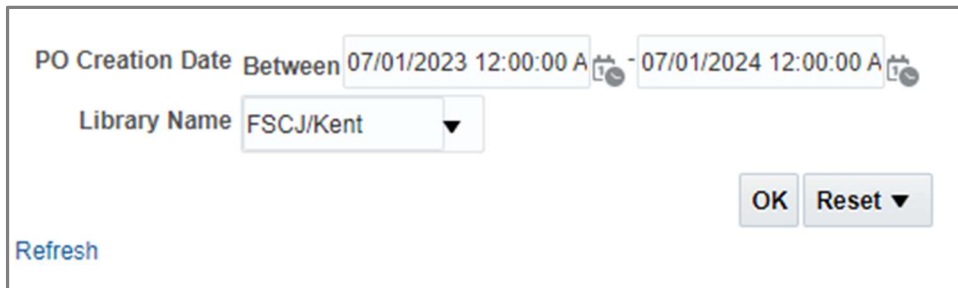
Description	Allocation %	Spending Goal	Remaining to Spend	Spent	Items	% Spent
Arts, Humanities & Communication	46.0613259	\$ 6,909.20	\$ 6,909.20	\$ -	0	0.00%
Business	5.432022428	\$ 814.80	\$ 814.80	\$ -	0	0.00%
Political Science, Law & Education	5.222989419	\$ 783.45	\$ 783.45	\$ -	0	0.00%
Health Sciences	9.28401286	\$ 1,392.60	\$ 1,392.60	\$ -	0	0.00%
Industry, Manufacturing, Construction	1.934743785	\$ 290.21	\$ 290.21	\$ -	0	0.00%
Public Safety	3.326893265	\$ 499.03	\$ 499.03	\$ -	0	0.00%
Science, Technology, Engineering & Mathematics	16.09168194	\$ 2,413.75	\$ 2,413.75	\$ -	0	0.00%
Social Sciences & Human Services	12.6463304	\$ 1,896.95	\$ 1,896.95	\$ -	0	0.00%
Total		\$ 15,000.00	\$ 15,000.00	\$ -	0	0.00%

## Running the Fiscal Year Purchases Report

1. In Alma, navigate to the *Analytics* tab, and search for *Fiscal Year Purchases*:



2. Select the desired campus and set the date range for July 1<sup>st</sup> – July 1<sup>st</sup> for the desired fiscal year:



3. To download the report, scroll to the bottom, select Export → Formatted → Excel:

The West : a new history in fourteen lives / Naoise Mac Sweeney	Sweeney, Naoise Mac	Unknown	9780593472170; 0593472179	32	2013	0	FSCJ/Kent	ProQuest, LLC	POL-11184
The brothers Karamazov : a novel in four parts with epilogue /	Dostoyevsky, Fyodor, 1821-1881, author.	PG3326 .B7 2021	1250788455; 9781250788450	19	2021.	0	FSCJ/Kent	ProQuest, LLC	POL-11178
The future of policing : 200 recommendations to enhance policing and community safety /	Cunningham, Scott A., author.	HV7935 .C86 2022	1538163047; 9781538163047; 1538163063; 9781538163061; 9781538163054; 1538163055	35	[2022]	0	FSCJ/Kent	ProQuest, LLC	POL-11179
The guide to penicillin : from the 17th century to the present /	Gura, Judith, author.	NK1860 .G87 2016	1628924713; 9781628924718	110	[2016]	0	FSCJ/Kent	ProQuest, LLC	POL-11180
Voyage of the Saturn : poems /	Lewis, Robin Coste, author.	PS3612.E98 A6 2017	9781101911204; 1101911204	21	2017.	0	FSCJ/Kent	ProQuest, LLC	POL-11185
Clifford, Mary Louise/ Clifford, J. Candace	Clifford, Mary Louise/ Clifford, J. Candace	F	149304706X; 9781493047062	25	2022	0	FSCJ/Kent	ProQuest, LLC	POL-11186
Del Rey, Jason.	Del Rey, Jason.	Unknown	9780063076327; 0063076322	32	2013	0	FSCJ/Kent	ProQuest, LLC	POL-11187

At the bottom of the table, there is a 'Refresh - Print - Export' button. A red arrow points to the 'Export' button, which is highlighted in yellow. Below the 'Export' button, there are three options: 'Formatted', 'Excel', and 'Data'. The 'Formatted' option is highlighted in yellow, and a red arrow points to it.

# Updating the calculator

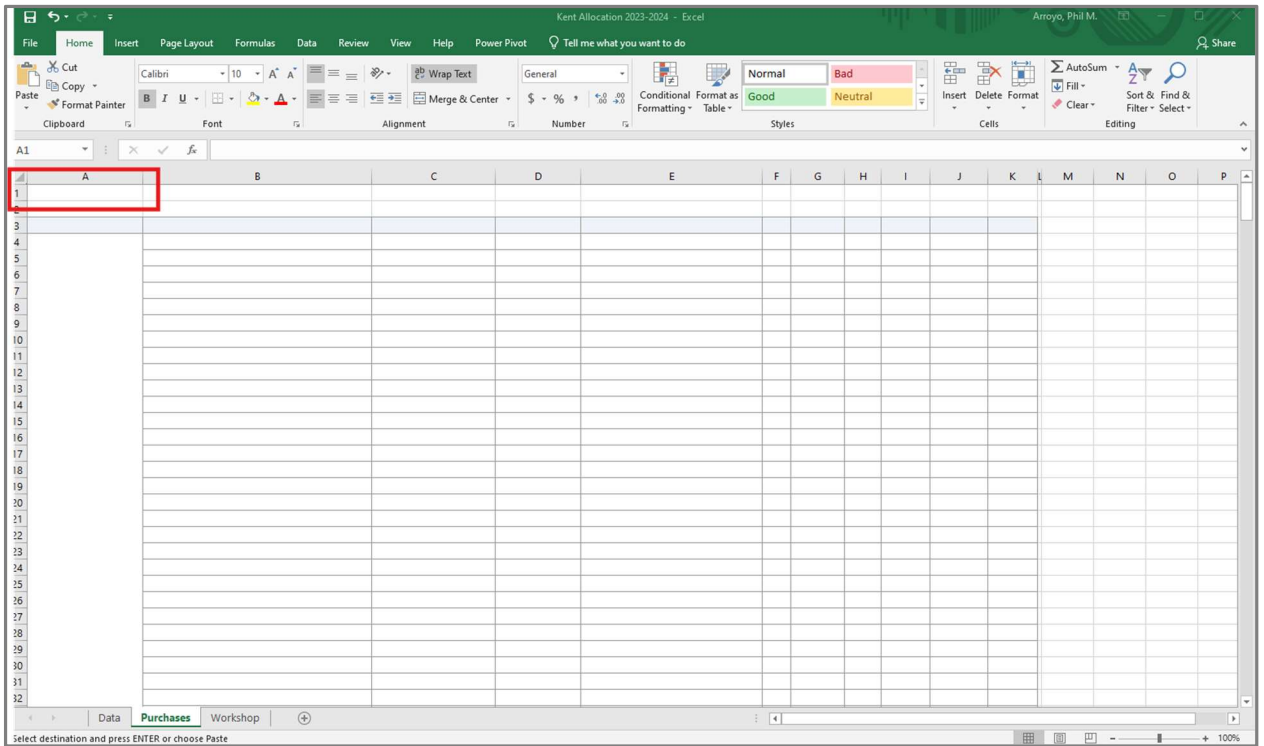
1. Open the Excel file for the Fiscal Year Purchases report and select cell A1:

PO Creation Date	Title	Author	Permanent Call Number	ISBN	Net Price	Publication Date	Num of Loans	Library Name	Vendor Name	PO Line Reference
8/17/2023 3:31:25 PM	Four thousand weeks: time management for mortals /	Burkeman, Oliver, author	H069 T54 B875 2023	9781250849359; 1250849357	18	2023	3	FSC/Kent	Amazon.com	POL-0587
10/16/2023 5:22:55 PM	The culture wars of Vietnam books /	Gilmore, Tim, 1974-	PS19 J1 C858 2023	9780393249704	20	2023	4	FSC/Kent	Amazon.com	POL-0930
10/18/2023 1:57:40 PM	Battlefield cyber: how China and Russia are undermining our democracy and national security /	McLaughlin, Michael G., author	HV6773 L5 C97 M36 2023	1633889017; 9781613889019; 9781613889026; 1633889025	24	2023	1	FSC/Kent	ProQuest, LLC	POL-0933
	Hate groups: a reference handbook /	Newton, David L., author	HV6773 L5 N49 2021	1440877742; 9781440877742; 9781440877759; 1440877750	64	2021	1	FSC/Kent	ProQuest, LLC	POL-0938
	Joselyn justice: a guide to theory, policy, and practice /	Cox, Steven M., author	W93D9 C63 2022	1544399460; 9781544399456; 9781544399463; 1544399469	126	2022	1	FSC/Kent	ProQuest, LLC	POL-0933
	Latinas in the criminal justice system: victims, targets, and offenders /	Low	HW9950 L37 2021	1479804630; 9781479804630; 1479893987; 9781479893984; 9781479806204; 1479806203; 9781479804641; 1479804649	38	2021	1	FSC/Kent	ProQuest, LLC	POL-0934
	Love /	Passavant, Paul A., author (Paul Andrews)	PN66 L6 L68 2022	1637000776; 9781637000779	120	2022	1	FSC/Kent	ProQuest, LLC	POL-0932
	Policing protest: the post-democratic state and the figure of Black insurrection /	Passavant, Paul A., author (Paul Andrews)	HV6143 P28 2021	1478010462; 9781478010466; 1478011492; 9781478011439; 1478013016; 9781478013013	31	2021	1	FSC/Kent	ProQuest, LLC	POL-0936
10/20/2023 11:47:44 AM	12 months to live /	Patterson, James, 1947- author	PS3566 A822 46188 2023	0316405686; 9780316405680	29	2023	2	FSC/Kent	ProQuest, LLC	POL-0944
	A woman in New York /	Silver, Josie, author	PS119 L3 H3 W56 2023	9780241995938; 0241995930; 9780241995945; 0241995949	10	2023	2	FSC/Kent	ProQuest, LLC	POL-0943
	Be useful: seven tests for life /	Schwarsenegger, Arnold, author	BR87 L8 S376 2023	1529146534; 9781529146530; 9781529163001; 1529918305	21	2023	2	FSC/Kent	ProQuest, LLC	POL-0956
	Bright young women /	Knell, Jessica, author	PS1613 L64 B75 2023	1509399992; 9781509399999; 978150939342; 1501183242	18	2023	6	FSC/Kent	ProQuest, LLC	POL-0952
	Building a non-anxious life /	Delony, John, 1978- author	BF637 A59 D45 2023	9780887820019	17	2023	3	FSC/Kent	ProQuest, LLC	POL-0955
	Clear Thinking Turning Ordinary Moments into Extraordinary Results: Simply /	Farrish, Shane	BR12 H8B 2023	9781529915952; 1529915953	21	2023	0	FSC/Kent	ProQuest, LLC	POL-0958
	Fourth wing /	Hutchinson, Cassidy, author	BR12 H8B 2023	164800328X; 9781648003285	25	2023	2	FSC/Kent	ProQuest, LLC	POL-0966
	Israel: a simple guide to the most misunderstood country on earth /	Tishby, Noa, 1977- author	DS117 I79 2021	1982144939; 9781982144937; 1982144947; 9781982144944; 9781982144951; 1982144955	16	2021	2	FSC/Kent	ProQuest, LLC	POL-0963
	Let us descend: a novel /	Ward, Isamyn, author	PS3623 A7323 L48 2023	198210449X; 9781982104498; 9781982104511; 1982104511	23	2023	5	FSC/Kent	ProQuest, LLC	POL-0941
	Lucky me: a memoir of changing the odds /	Paul, Rich, 1981- author	GV734 F2 P38 A3 2023	0593444472; 9780593444472; 9780593444849; 0593444840	22	2023	1	FSC/Kent	ProQuest, LLC	POL-0959
	Meangis so: a memoir /	Stewart, Patrick, 1940- author	PS196 L3747 A3 2023	1982167734; 9781982167730	29	2023	1	FSC/Kent	ProQuest, LLC	POL-0957

2. Scroll to the bottom of the data and select the furthest right cell containing information while holding the Shift key to highlight everything. Copy the information (Ctrl+C):

PO Creation Date	Title	Author	Permanent Call Number	ISBN	Net Price	Publication Date	Num of Loans	Library Name	Vendor Name	PO Line Reference
4/2/2024 3:30:27 PM	Abstract painting: contemporary painter /	Ball, Amber Creweell, author	ND1100 G5 A37 B45 2023	1760762857; 9781760762856; 1760763632; 9781760763633	50	2023	0	FSC/Kent	ProQuest, LLC	POL-1308
	Art life: icons and iconoclasts, visionaries and vigilantes, and flashes of hope in the night /	Batts, Jerry, 1951- author	N72 S6 S242 2022	9780593066490; 059306649X; 9780593066506; 0593066503	30	2022	0	FSC/Kent	ProQuest, LLC	POL-1309
	At the Louvre: Robert Polidori	Des Cars, Laurence	Unknown	9780284787913; 0847879139	30	2022	0	FSC/Kent	ProQuest, LLC	POL-1310
	Drawing thoughts: how drawing helps us observe, discover, and invent /	Kantowitz, Andrea, author	NC715 K38 2022	0282544326; 9780282544320	29	2022	0	FSC/Kent	ProQuest, LLC	POL-1311
	Louis Kahn: the importance of a drawing /	NAT7 K32 L6825 2021	1003778642; 9780377864444	95	2021	0	FSC/Kent	ProQuest, LLC	POL-1312	
	Nancy Holt: inside outside /	Unknown	NE637 H574 44 2022a	158093974; 978158093975	50	2022	0	FSC/Kent	ProQuest, LLC	POL-1313
	Painting in New York 1975-83	Alz Hillon; Hess Elizabeth; Lippard, Lucy R; Shapiro, Ivy	Unknown	9781849372960; 1949372968	60	2013	0	FSC/Kent	ProQuest, LLC	POL-1314
	The Other Side: A Story of Women in Art and the Spirit World / Jennifer Higgin	Higgin, Jennifer	Unknown	978163985432; 163985435	30	2013	0	FSC/Kent	ProQuest, LLC	POL-1315
	To begin again: artists and childhood /	Unknown	N7640 T63 2022	1836810705; 9781836810706	40	2022	0	FSC/Kent	ProQuest, LLC	POL-1316

3. In your *Allocation Calculator*, go to the Purchases tab, select cell A1 and Paste (Ctrl+V):



4. On the *Data* tab in your *Allocation Calculator*, your spending progress should have updated:

