



CollectionWiz™: Frequently Asked Questions

1. What is CollectionWiz™?

CollectionWiz™ is a free online service from [Heinemann-Raintree Library](#), created to assist you by taking the guesswork out of collection analysis. Simply [upload your MARC records](#) and **CollectionWiz™** will analyze your collection based upon the most applicable criteria—yours! Plus, **CollectionWiz™** includes numerous web site search upgrades that help you search more productively and find what you need more quickly.

2. How does CollectionWiz™ work?

To use **CollectionWiz™**, [export your MARC records](#) and then [upload them to our web site](#). Our sophisticated, custom-designed software examines your files, searching for key data like call numbers and copyright dates that identify the characteristics of your collection like the number of titles you have within the different subject areas and the average age of the items in those areas. In minutes, **CollectionWiz™** will show how your collection shakes out. Simply adjust the Suggested Age for each Dewey main class or hundred division and your results update instantly to reflect those changes.

3. Why was CollectionWiz™ created?

We've received many requests from library professionals in recent years for services like de-duplication, suggested title lists, and better ways to find narrow searches down to the hottest new formats. You asked and we answered!

4. What makes CollectionWiz™ special?

First, **CollectionWiz™** does not require any setup work! Forget about needing to know your MARC tags and call number prefixes. Simply [export your MARC records](#) and immediately [upload them to our web site](#) for analysis.

Once you've uploaded your records, **CollectionWiz™** allows you to select and instantly adjust ideal retention or suggested dates at the Dewey main classes and hundred divisions. This feature helps you with identify and evaluate those items that may need to be reviewed for accuracy, misleading or inappropriate content.

What's more, **CollectionWiz™** aging lists complement your weeding practices and other de-selection procedures used by showing you those items in your collection that don't meet specified dates.

To help with the selection process to replace items that are being evaluated, **CollectionWiz™** instantly provides lists of product that are at or newer than the selected ideal age, which are all correlated to the your state curriculum standards.

Plus, we only recommend trusted [Heinemann-Raintree Library](#) products and alert you to our books that you already own. As the publisher of our products, we know our items are appealing, accurate, relevant and appropriate!

CollectionWiz™ is simple to use and understand for both seasoned and new library media specialists.

5. How much does it cost?

CollectionWiz™ is 100% free!

6. Can I still use **CollectionWiz™** even if I don't have a lot of free time?

Absolutely! In most cases **CollectionWiz™** takes **less than 10 minutes** to analyze your collection.

7. Do I have to be an existing customer to use **CollectionWiz™**?

No. Whether your library is stacked to the rafters with [Heinemann-Raintree Library](#) titles or if you've never considered purchasing from us before, we've built **CollectionWiz™** to address the collection development needs of **all** LMS professionals.

However, you **do** need an online account. If you're new to [our web site](#), simply take five minutes to [register](#) and you're good to go! If you've already [registered on our site](#), then all you have to do is [log in](#) to get started!

8. Where do I find **CollectionWiz™**?

To access **CollectionWiz™**, go to www.HeinemannLibrary.com and look for the link in the [TOOLS](#) section.

9. Do I need a special browser or software to use **CollectionWiz™**?

You do **not** need to download special software to use **CollectionWiz™**. We've designed it to operate with commonly used web browsers such as Internet Explorer, Mozilla Firefox and Safari. You will need a PDF reader such as [Adobe Acrobat](#) to download graphs and reports; or, choose to download as a Microsoft Excel file. Depending on the version of the browser you're using, Microsoft's Internet Explorer may provide a few more direct options in the reporting section.

10. Do I need to email you my records?

You do **not** need to email your MARC records to us. In fact, please don't because you can run **CollectionWiz™** yourself much faster right on [our web site](#).

11. Why do I need an account to use CollectionWiz™?

Having an account allows you to save your uploaded records and **CollectionWiz™** analysis for future use. Plus, without an online account, our sites wouldn't be able to offer such features as duplication notification when you peruse books on our site because we wouldn't have the information about what you already own in our system to reference. [Setting up an account](#) takes less than five minutes and also allows you to opt-in or opt-out of our informational emails. And, it's free!

12. How do I set up an account?

Simply click the [Register](#) link at the top of any page of [our web site](#) and follow the instructions. Or, follow the instructions on the [CollectionWiz™ home page](#).

13. How much does it cost to create an account?

There **no cost** or financial obligation to set up an [online account](#) with [Heinemann-Raintree Library](#).

14. I'd like to read all the instructions before I begin. Can you send them to me?

No need to wait! We've uploaded comprehensive instructions for **CollectionWiz™** to our web site that you can find on the [CollectionWiz™ home page](#). Or [click here](#) to get them now!

15. How do I export my records?

Go to [our web site](#), [login to your account](#), and go to the [CollectionWiz™ home page](#). Click the "[Begin using CollectionWiz™ today](#)" or "[Upload MARC Records](#)" links. We've included a [quick guide](#), which you can download on this page that lists basic instructions for some of the most widely-used library automation systems. Otherwise, consult your automation software vendor's technical manual, online help or customer service team for the most up-to-date instructions.

16. Do I have to remain on the upload page while my records are processing?

No way! Feel free to visit other areas of [our web site](#) while your records are processed - it won't affect the upload. Just check back to the [upload page](#) after a few minutes. When everything is ready, you'll see a "**View Your CollectionWiz™ Analysis**" button that you can click to get started viewing the results!

17. When will my analysis reports be ready?

CollectionWiz™ analyses your collection in a snap! Typically, that means you will have your results **less than 10 minutes**.

18. How do I review my results after my records have uploaded and processed?

Simply click the VIEW YOUR **CollectionWiz™** ANALYSIS button on the [MARC records upload page](#) and we'll send you right over to the reporting section.

19. How do I change the Suggested Age on the report?

Enter your preferred age in the **Suggested Age Number** blank and click the [**SET**] button next to it. Select the [**RESET RANGE**] button to reset that number to the default (that's five years from the current one) or hit the [**RESET ALL**] button to set all your custom suggested age settings back to the default.

20. Can I change the Suggested Age for a selected Dewey hundred division?

Absolutely! That's one of our special **CollectionWiz™** features. Simply click the [+] button on the left of the Dewey main class, then adjust the age for your preferred subclass. At the Dewey main class level, click the [**RESET RANGE**] button to reset all subclass years back to default.

21. What should I set my Suggested Age at for the best results?

The best criteria are always **your** criteria. Use the age suggestions outlined in your collection development plan. If you don't have a collection development plan in place for your library, or if it simply doesn't detail that parameter, check with your local or state library or curriculum requirements to see if there is a particular age mandated or suggested, based upon your correlations.

22. I am using a MAC. How can I print my reports?

If you're using a MAC, you can download your reports to your computer and then open and print them right on your machine.

23. I'd like to download my results instead of printing them. How do I do that?

Great! We're happy you're using these reports and graphs. Simply click the [**PRINT ANALYSIS**] or associated button at the top of your analysis results page and select the format you'd like to save it as: PDF or Excel.

24. Will CollectionWiz™ save my records to my account, or do I need to upload every time I login?

Your MARC records are **saved to your account** until you upload a new, updated set of MARC Records. This allows us to provide such features as duplicate notification every time to [login](#) to peruse our catalog without requiring you to upload your records every single time.

25. I uploaded my records a couple of weeks ago, but I'd like to review my results again. How do I do that?

[Login to your account](#) and go to the [CollectionWiz™ home page](#). Select the [[BEGIN](#)] link to reach the MARC upload page; click the [**VIEW YOUR CollectionWiz™ ANALYSIS**] button and presto!

26. I'm lost! Where do I go for help?

Please feel free to [contact Customer Service](#) if you have any problems. You can call us at 888-454-2279 or email us at CustomerService@HeinemannLibrary.com. We're available Monday-Friday, from 7:30-5:00 Central Standard Time (CST).