

The table below provides detail on each of the EBSM tools within collectionHQ. It states which of the EBSM Stages each belongs to, if the tool can be used within the Fiction or Non-Fiction Modules (or both), and describes what each tool is used for.

EBSM Stage	Fiction or Non-Fiction	Name of Tool	Description
Collection Maintenance	Fiction, Non-Book and Non-Fiction	Collection Check	Creates action plans for checking 'On Shelf' items, to ensure that that catalog accurately reflects the actual position.
	Fiction, Non-Book and Non-Fiction	Long Overdue Check	Creates action plans for checking 'On Loan' items that have not been returned for a long time, to ensure that that catalog accurately reflects the actual position.
Collection Demand	Fiction, Non-Book and Non-Fiction	Collection Use Summary	Summary of circulation across fiction and non-fiction collections. Identifies overstocked and understocked collections using status indicators. Highlights areas where purchase is required. Addresses collection relevance.
	Fiction	Popular Author Summary	Summary of fiction popular author provision, with status indication of areas requiring top up through transfer.
	Fiction	Popular Author Transfer	Finds matching underused titles and copies in other library branches. These are listed for possible transfer. Where no transfers are found, identifies recommended titles and numbers for purchase. This tool identifies all possible transfers and creates a 'Selection List' that allows specific items to be selected by the user on screen, adding them to the 'Transfer List'.
	Non-Fiction	Popular Subject Summary	Summary of non-fiction popular subject provision, with status indication of areas requiring top up through transfer.
	Non-Fiction	Popular Subject Transfer	Finds matching under used titles and copies in other Library branches. These are listed for possible transfer. Where no transfers are found, identifies recommended titles and numbers for purchase. This tool identifies all possible transfers and creates a 'Selection List' that allows specific items to be selected by the user on screen, adding them to the 'Transfer List'.
Collection Refresh	Fiction, Non-Book and Non-Fiction	Dead Items Refresh	Sometimes items become inactive because of their grubby condition - however their previous popularity merits refreshed copies being made available. This tool creates an action plan for refreshing these through re-bind or repurchase.
	Fiction, Non-Book and Non-Fiction	Grubby Items Refresh	Many items that are grubby (worn out) in a library branch can actually be replaced by an underused, good condition copy from another library branch. This tool identifies all possible matches and creates a 'Selection List' that allows specific items to be selected by the user on screen, adding them to the 'Transfer List'.
	Non-Fiction	Overstocked Subject Summary	Summary of overstocked non-fiction class ranges that library branches can swap to refresh their collections.
Collection Removal	Fiction, Non-Book and Non-Fiction	Grubby Items Summary	High level summary of current grubby (worn out) items position, with drill down option to action plan.
	Fiction, Non-Book and Non-Fiction	Grubby Items Removal	Creates action plans to keep grubby or worn item amounts to a level which will be acceptable to patrons. This produces a measurable outcome which has been identified as important to patrons.
	Fiction, Non-Book and Non-Fiction	Dead Items Summary	High level summary of current dead (inactive) items, with drill down option to action plan.
	Fiction, Non-Book and Non-Fiction	Dead Items Removal	Creates action plans to keep dead or inactive items to a level which will be acceptable to patrons. This produces a measurable outcome which has been identified as important to patrons.
Collection Action	Fiction, Non-Book and Non-Fiction	Transfer List	Creates an action plan for transferring items between library branches. The Transfer List action plan contains all items selected using the Popular Author Transfer, Popular Subject Transfer and Grubby Items Refresh tools.
	Non-Fiction	Swap List	Creates an action plan for swapping non-fiction items in overstocked class number ranges between library branches. Arrangement is by library branch and then class number range.