



Technical Services Committee Annual Project 2016–2017
*Getting Started with Database Maintenance: Using Access Reports and Other Tools
to Analyze and Maintain Your Library Database*

The annual project of the Technical Services Committee is a web-based guide to database maintenance. Database maintenance is a broad term which is used throughout the document to include activities such as correcting errors and editing/updating bibliographic records or MFHDs (holdings records) in the library catalog, etc. The guide is designed for an audience relatively new to database maintenance and working with Access reports, but it also provides a review for the more experienced practitioner, including an overview of some of the tools available to perform maintenance work. The guide provides assistance in:

- determining database maintenance project priorities;
- finding existing reports, choosing which ones to run, and learning how to run them;
- working with the data in a report and making corrections;
- walking through an actual project step-by-step.

The document is correspondingly broken down into the following areas, which can be accessed individually by selecting a section of interest using website navigation:

1. Learning About What's in Your Database
2. Prioritizing Projects
3. Running Queries
4. Step-by-Step Through a Maintenance Project
5. Working With Report Data

The project lent itself to a webpage format, with small, digestible topics that can be covered section by section, or as a whole. Users can easily navigate among document sections as needed. The document is intended to supplement the resources that CARLI and its committees have developed over the years, with clickable access to existing CARLI resources and other relevant websites. The Committee worked on its annual project over the course of six months, each section initially drafted by a small work team, with subsequent Committee reviews and edits. The use of the Box content management platform as a shared online workspace facilitated editing.

NOTE: Before getting started, please review "[Getting Started with Voyager in Access Reports in an I-Share Environment](#)" to confirm the necessary software and setup configurations are available.

Project page:

<https://www.carli.illinois.edu/products-services/i-share/cat/getting-started-database-maintenance>

2016–2017 Technical Services Committee: Melissa Burel, Southern Illinois University Edwardsville; Keith Eiten, Wheaton College; Jessica Grzegorski, Newberry Library; Ann Heinrichs, Catholic Theological Union; Mary Konkel, College of DuPage; Joelen Pastva, University of Illinois at Chicago; Nicole Ream-Sotomayor, University of Illinois at Urbana-Champaign; Sandy Roe, Illinois State University; Cynthia Romanowski, Governors State University