Getting Started
1. Download a report of the call number range for your subject area, Anthropology & Lib. You should come from your collection analysis.
2. You will need a basic understanding of a spreadsheet program and a basic understanding of Tableau. Tableau is quite expensive, but has a free version called Tableau Public, that does all of the basic things as regular Tableau.
3. Check your name this will vary by columns. Make sure everything in the column is in the exact same format – spelling, punctuation, and capitalization. In my sheet, these had a lot of variation.
4. There are three thousand lines in this example collection.

Simple: Library of Congress Classification
1. Make new columns for each LOC classification. Anthropology has four subsections.
2. By hand, fill in each box with the corresponding classification for the call number. Make sure the classification exactly matches the classification that is on the call number.
3. Combine each classification subsection: concatenate!
4. Create a pivot table.

Year of Publication
For data to be more user friendly, convert the data to be in single years instead of single ranges. This will provide you with a count of checkouts for each single year or number of checkouts divided into checkouts by ranges.

Checkouts
To prepare your checkout data, follow the same directions for creating ranges. Your classifications should be in order from the most common to the least. Or put them into individual ranges. This will affect how the data is used.

I chose the following ranges for checkouts:
- Total
- 1
- 1-10
- 11-20
- 21-40
- 41+]

Tell More Stories
Try out different combinations to see interesting visualizations:
- Gender of author x publication date
- Country x checkout
- List of books x LOC classification
- Top 10 dates
- Location of book in the library x checkout

Tableau has many different options for data visualization. Showing an image of how many checkouts are in the years 2010-2015 is easy. The end result is a pie graph. Next, I want to create a chart that shows the number of checkouts for each year.

Conciliate
1. Create a second column and name it.
2. In the first cell of the new column, type: =VLOOKUP(, Library Decade!A:B, 2, FALSE).
3. If you want to add a space between the combined fields, type: =VLOOKUP(, Library Decade!A:B, 2, FALSE).
4. Now my four separate columns for each subsection are combined into one column.

How can we this?
This gives you a snapshot of the representation of your collection is terms of single or range. It will give you an idea of how many call numbers are in the decade range.

Further Reading
- Visualizing a Small Academic Collection Using Only Excel and Tableau Public: A Case Study of an Anthropology Librarian and Collection
- Other Options
  - Tableau Public: https://public.tableau.com
  - Google Sheets: https://docs.google.com/spreadsheets
  - Zoho: https://www.zoho.com/office/