Where's Your Cat Map?

Update Your Item Processing and Patrons Will Thank You!

MONTANA STATE LIBRARY
A GREATER STATE OF KNOWLEDGE

MSL Fall Workshop | Oct. 23, 2026

Running the Cat Map Report in BCA

1. Open BCA.
2. Log in with your BCA credentials.
3. Navigate to Shared Reports > Clean-Up Reports.
4. Click on **Cat Map** to run.
5. When prompted, select your library (double click or use the arrows) to move the policy to "selected" box
6. Click **Run Dossier** at the bottom left to continue.

*BCA is updated every night, so any changes you make will be reflected in the dossier the next day.

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Running the Cat Map Report in BCA

- top section - **Cat Map**
  - lists combinations of item policies in your library
- bottom section - **Item List**
  - lists the items that correspond to the selection made in the top section
  - includes item barcodes, call numbers, and titles

*Depending on how your items are cataloged, you may want a cat map with all the item fields including item categories 4 and 5. To request a special cat map, please open a help ticket.

- Rows with low numbers - **Number of Items** column
  - potential cataloging errors - low count means only a handful of items are cataloged with the list combination of item types, home locations, and item categories.
  - inspect items: click number in Cat Map; item(s) will display in the bottom section

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Purposes of Item Fields

- What purpose does that field serve?
  - Rules
    - Circ or Non Circ, Holds or No Holds, Local or Transitable
  - Searching
    - Enterprise Facets and Kids Catalog
  - Reports
    - Collection composition, areas of circulation

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Item Record Fields

Choices affect BCA and Enterprise

- Circ Type
- Home Location
- Item Cat 1 – Physical Format
- Item Cat 2 – Audience
- Item Cat 3 – Collection (not a subject heading)
- Item Cat 4 – Rating (schools may use reading level)
- Item Cat 5 – Origin or Fund

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