

Evergreen Indiana

Inventory Made Easy...

Presented by:

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There isn't an inventory
module in Evergreen.
How can it be easy?

Preparing for Your Inventory

- What are you planning to scan?
- How will you be scanning?
- How long will take you to scan the items you plan to scan?
- Are you going to fix items as you find issues?
- What do you do when you're done?

What are you planning to scan?

- Do you have more than one building?
 - Are you planning to scan items in all buildings?
 - Are you planning to scan items at just one building?
- Are you doing a complete inventory or are you scanning by shelving location or circulation modifier?
- Are you planning on scanning special collections like 'Reference' items?

How will you be scanning?

- Is your staff going to bring everything to the circulation desk?
- Are you going to create mobile workstations?
- Is your staff going work individually or in teams.



Are you going to fix items as you find issues?

- Are you going to have a cataloger on hand to fix issues with the items
- Are you going to set items aside if there is an issue.

How long do you think it will take you to scan the items you plan to scan?

- Why is this important?

Because you're going to have to change the length of time your items stay in 'reshelving' in the Library Settings Editor.

Admin(-) > Local Administration > Library Settings Editor
> Change reshelving status interval

(Don't forget to set it back when you're done.)

What do you do when you're done?

- What reports can I use to get my exceptions?

Inventory: created by fcplr-localadmin

Create a new report from selected template

Limit output to ▾

Select All None	name	description	docs	create_time	owner
<input type="checkbox"/>	Items by Status	Displays Circ Modifier, Location, Call Number, Title, Author, Barcode, Status & Alert Message		2015-04-06 16:37	fcplr-localadmin

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Questions

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