

Collection Inventory

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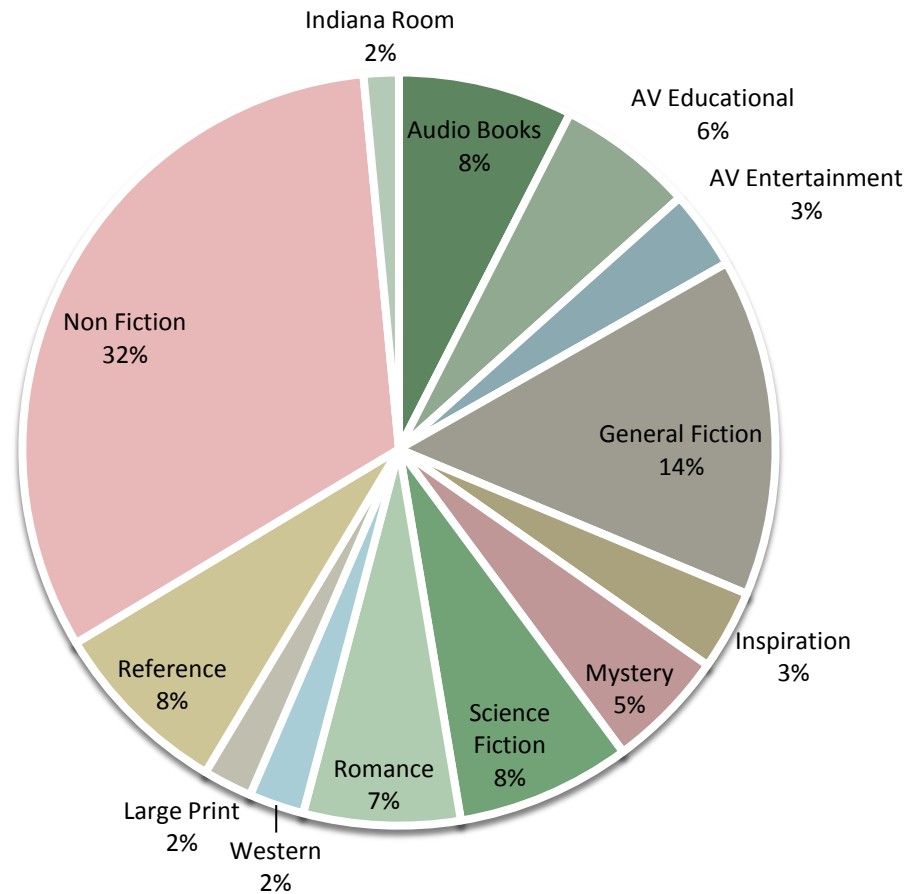
Benefits of Collection Inventory



- Shelf Reading
- Locate misplaced items
- Collection Maintenance opportunity
- Accurate holdings records
- Clean up dummy barcodes
- Save patron and staff time

Sample MTCPLM Results

Missing items by Adult Services collection areas as % of total Adult Services items marked missing.





Full Inventory

- Hands on every item
- Check for condition of item (TPL & MTCPLM)
- Check spine label and catalog call number agreement (TPL & MTCPLM)
- Check circ modifier correct for item in hand (MTCPLM)
- Check title correct in catalog (TPL & MTCPLM)
- Check and recorded number of circulations (MTCPLM)

F2 primary scan screen



The F2 Scan Screen (TPL)

1: ttplt-csterle@TTPLT-csterle.evergreen.lib.in.us

File Edit Search Circulation Cataloging Acquisitions Booking Admin (-) Help

1 Reports 2 Report Output: DVDs 3 Item Check In

Check In or Process Item

Check In

Enter Barcode: Submit Effective Date: 05/ 4/ 2011 Actions for Selected Items

Call Number	Title	Location	Barcode	Checkin Date
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- Call #, Title, Location, Barcode, Checkin Date
- Will add Circulation Modifier in the future
- All workstations were configured this way for the duration of inventory



The F2 Scan Screen (MTCPLM)

1: mtcplm-localadmin@MTCPLM-director.evergreen.lib.in.us

File Edit Search Circulation Cataloging Acquisitions Booking Admin (-) Help

1 Item Check In

Check In / Process Item

Check In

Enter Barcode: Submit Effective Date: 05/ 5/ 2011 Actions for Selected Items

Barcode	Title	Call Number	Circulation Modifier	Loan Duration	Location
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- Barcode, Title, Call #, Circ Mod, Loan Duration, Location
- Used *Actions for Selected Items* to obtain total circ information
- All workstations were configured this way for the duration of inventory



What did TPL do?

- Full inventory (in March 2010) of entire collection
- Inventory was completed during open hours
- Staff members were assigned sections (YA FIC, DVD FIC, etc.)
- Sections were further subdivided to keep track of progress



What TPL looked for

- Incorrect call #s
- Incorrect titles
- Incorrect location
- Soiled, damaged, worn
- Relabeling

- Items were sorted (loosely) into like piles
- After about a week of inventory, 2-3 staff were pulled from scanning assignments to deal with piles of problems



TPL says don't forget...

- Display items
- Storage
- Staff offices & professional collection materials
- Any equipment that is barcoded and cataloged
- The painting in adult stacks



What did MTCPLM do?

- 1 session using Full inventory method
- Inventory was conducted during closed hours
- Staff members rotated through different assignments
- Checked total circs for each item and recorded on item
- Sections were marked with scrap paper to keep track of progress
- Elected to use Targeted method for rest of inventory process





Targeted Inventory

- Limited condition-of-item checks
- Check spine label and catalog call number agreement
- Check circ modifier correct for item
- Generate targeted weeding list
- Reduced # of items to inventory

F5 primary screen

Staff Assignments



Full Inventory

- Shelver
- Scanner
- Cataloger
- Controller
- Floater



Targeted Inventory

- Shelver
 - Scanner
 - Cataloger
 - Controller
- } Shelf Checker

Set up activities



Full Inventory

- Set up F2 screens with appropriate columns
- Empty all book carts (12) and label
- Staff assignment sheets
- Run item count report



Targeted Inventory

- Gather clipboards and pencils
- F5 screens (Cat 1 login)
- Run and print report
- Staff instruction sheets
- Set up 2-3 book carts

Method Comparison (MTCPLM)



Full Inventory

- 1.5 minutes per each item
(excludes follow up processes)

Example

60,000 items in collection would take 1,500 hours of staff time.



Targeted Inventory

- 0.35 minutes per item
(excludes follow up processes)

Example

24% of 60,000 items targeted would take 86 hours of staff time.

Single day activity comparison



Full Inventory

- 3.2 % of the collection requiring inventory was completed (just over 2,000 items).



Targeted Inventory

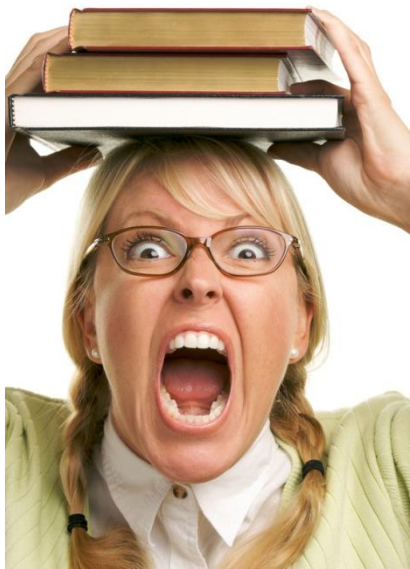
- 32% of the total collection requiring inventory was completed (just over 8,500 items).



Targeted Inventory sample worksheet

Barcode	N Y	Call Number	Title				
643843-173001		A LAWYER'S LIFE	INDIANA STATE LIBRARY BOOKS LARGEPRINT				
36823000710544		AUDIO 128 ANG	EVEN THE STARS LOOK LONESOME [SOUND RECORDING				
36823000626195		AUDIO 152.4 REM	KITCHEN TABLE WISDOM, STORIES THAT HEAL				
36823001058943		AUDIO 152.4 RHO	DEALING WITH CONFLICT & CONFRONTATIONHOW TO KEEP YOUR COOL, STAND YOUR GR				
36823000187594		AUDIO 153.4 COO	DISCOVER YOUR GIFTEDNESS				
36823000187552		AUDIO 153.4 COO	DOUBLE YOUR POTENTIAL				
36823000582703		AUDIO 155.2 HAR	I'M OK, YOU'RE OK: A PRACTICAL GUIDE TO TRANSACTIONAL ANALYSIS				
36823000187578		AUDIO 155.4 COO	DISCOVER THE GIFTEDNESS IN YOUR CHILD				
36823000187602		AUDIO 155.4 COO	PARENTING THE GIFTED: UNDERSTANDING YOUR ROLE				
36823000067200		AUDIO 155.4 FRE	T. A. FOR TEENS AND OTHER IMPORTANT PEOPLE				
36823000187610		AUDIO 155.4 NPR	GIFTED AND TALENTED CHILDREN				
221109-1001		AUDIO 157 CUR	LESS STRESS				
36823000550981		AUDIO 158 MCG	CREATE YOUR OWN EXCITING FUTURE: THE EXPANSIVE THINKING SERIES				
36823000743982		AUDIO 158 MOO	THE RE-ENCHANTMENT OF EVERYDAY LIFE				
226157-1001		AUDIO 158 WAI	THE PSYCHOLOGY OF WINNING				
36823000655244		AUDIO 158.1 CHA	ONE HUNDRED WAYS TO MOTIVATE YOURSELF: CHANGE YOUR LIFE FOREVER				
341651-6001		AUDIO 158.1 COV	THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE				
36823000550999		AUDIO 220.5 BIB B	BIBLE				
36823000551005		AUDIO 220.5 BIB C	BIBLE				
36823000551013		AUDIO 220.5 BIB D	BIBLE				
225554-1001		AUDIO 226.1 MIT	THE GOSPEL ACCORDING TO JESUS				
36823000772064		AUDIO 248.4 SCH	THE TEN COMMANDMENTS: THE SIGNIFICANCE OF GOD'S LAWS IN EVERYDAY LIFE				
225771-1001		AUDIO 296.7 KUS	HOW GOOD DO WE HAVE TO BE?: A NEW UNDERSTANDING OF GUILT AND FORGIVENESS				
36823001027864		AUDIO 299.93 WIL	A RETURN TO LOVE				
36823000770308		AUDIO 326 BER	REMEMBERING SLAVERY: AFRICAN AMERICANS TALK ABOUT THEIR PERSONAL EXPERIENC				
244293-1001		AUDIO 332.024 ORM	NINE STEPS TO FINANCIAL FREEDOM				
232551-1001		AUDIO 371.2 OLN	WHERE THERE'S A WILL THERE'S AN... AHOW TO GET BETTER GRADES IN HIGH SCHOOL				
36823000929102		AUDIO 372.4 HOO #2	HOOKED ON PHONICS #2				
36823000938905		AUDIO 372.4 HOO #3	HOOKED ON PHONICS #3				
36823000927601		AUDIO 372.4 HOO/PAR	HOOKED ON PHONICS PARENTS' TOOLBOX				
36823000678774		AUDIO 448 LAN	LANGUAGE / 30: FRENCH				
36823000903297		AUDIO 448 ULT	ULTIMATE FRENCH				
36823000187909		AUDIO 453 MAR	LIVING LANGUAGEITALIAN				
36823000657760		AUDIO 470 LAT	LANGUAGE 30: LATIN				
36823000187925		AUDIO 510.76 COO	CREATIVE PROBLEM-SOLVING				
36823000069750		AUDIO 574.3 FRE	THE DOCTOR TALKS TO YOU ABOUT GOOD HEALTH AFTER 50				
36823000673569		AUDIO 613 LUN	JOAN LUNDEN'S HEALTHY LIVING				
36823000187958		AUDIO 613.2 LOS	LOSE WEIGHT- SELF-HYPNOSIS AND SUBLIMINAL LEARNING				
36823000187966		AUDIO 613.2 RED	THIS IS LIVING				

Repeating the Inventory Process



TPL Plans

Inventory took 5 weeks with a staff of 16 working during open hours

40,000+ items were scanned, excluding magazines

Now we have a rotation set for future partial inventories

- All partial (section) inventories will be full, looking at call numbers, labels, titles, etc.
- We never want to do a full library inventory ever again!

TPL Inventory Rotation, Adult Dept.

Inventory each year:

- DVD and Music – Sept.
- VHS (all) – Oct.
- YA Room – Nov.

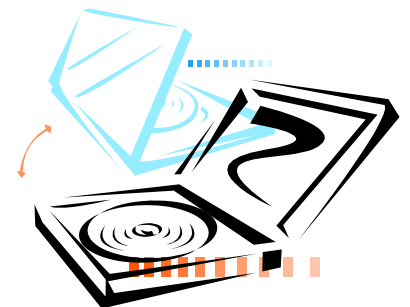
These are the sections that seem to “shed” materials frequently

Inventory every 3 years:

- Nonfiction – Feb. (2013)
- FIC, MYS FIC, Westerns, REF – March (2012)
- Audiobooks, CH FIC, SCI FIC, Indiana Collection, Genealogy – March (2014)

TPL DVD Inventory

- We did a “quickie” DVD (fiction & nonfiction) inventory this week
- Shelf count = 1876 items
- We have 4 unaccounted-for items; all others are marked “lost” or otherwise! 😊
- THIS time we added circulation modifier to the check-in screen—LOTS of items had incorrect circ mods, and were fixed on the fly



MTCPLM Plans

- Youth Services inventory scheduled for May 11 & May 23
- Substantial weeding to occur in the next 12 months based on the targeted weeding list generated by the inventory process
- Repeat the targeted inventory method in 2012.
- Anticipate future endeavors to be significantly less involved than the first

Questions?



Resources

Handouts and presentation available next week

<http://blog.evergreen.lib.in.us/>