

YEARLY SCHOOL INVENTORY

Library Monitoring Rubric - Section 2.2

Librarian Growth Rubric - Standard 8 and 9

School Library Guide - Section 6.6



Most schools do inventories on a regular basis, often at the end of the school year. If there is a large collection, inventory only a portion of the collection each year with a plan to cover the entire collection every two or three years. Libraries that have automated can inventory in less time by using a portable scanner and barcodes on the books. Inventories are time-consuming and tedious but there are a number of advantages to performing them.

REASONS TO INVENTORY

- Determine what items are missing and should be replaced.
- Provide statistics. Administrators like the accountability of accurate numbers.
- Provide an opportunity to discover mistakes in the shelf-list and/or labeling of materials.
- Clear patrons of overdue and lost book charges and discover missing items.

ADVANTAGES OF ANNUAL INVENTORIES

- It allows for familiarity with the collection.
- Problems are discovered that might otherwise be overlooked.
- Worn books can be identified for repair, replacement, binding or discard.
- Gaps in the collection will become obvious.
- Weeding can be accomplished as inventory progresses

INVENTORY SUGGESTIONS

- Get all shelves in call-number order. (If some books are out of regular order, such as oversized books or books for some particular program, put notes in the place they would usually be so that they can go to the odd shelf when reading that section.)
- Either use a hand-held wand or move the computer to a place where the wand cord will read the shelves. (Be sure to check your automation manual for instructions on moving the computer.) Beginning at the start of any section, read the barcodes in order through your collection.
- If any book needs attention (torn, dirty, a candidate for weeding, date due slip filled, call number seems strange, etc.) the inventory taker should put a note (these can be pre-made) into the book so that it sticks out of the top pages. Then the book should be pulled over onto its spine so that the note sticks out of the shelf.
- The computer will automatically inventory any books that come in through the circulation system and they will not be marked missing. Any books found out of place in closets, lockers, or cupboards can be scanned at any time without disturbing the rest of your inventory.
- At the end of each day, print out a list of “Unmarked” or “Missing” books. Some of these will trigger a memory for you and they can be located.
- If a book prints out as “Not in your records”, means the marc record is missing.
- At the end of the inventory, when the printed lists actually do reflect the status of the collection, “Finalize” the inventory and print a list.
- Things that have been weeded or destroyed may be permanently removed now, unless they will be reordered.
- Go back through the shelves to attend to the notes sticking out of the books. Some of these books may be weeded on the spot. Be sure to withdraw them from the computer.
- Use the “Missing” list to decide what needs to be replaced, either of the exact title or another on the same subject.

