

Library Inventory

Preparation

- Print list of "Missing" items
- Print list of "Items Without Call #."
- Review current "Missing" items. Delete records of missing items after you determine which items need to be replaced.
- Review items that do not have call numbers and correct each MARC record
- Take inventory by completing one section (prefix) at a time
 - a. Reference (REF)
 - b. Biography (92)
 - c. Collective Biography (920)
 - d. Short Story Collection (SC)
 - e. Fiction (F)
 - f. Non-Fiction (000-999)
 - g. Videos (VID)
 - h. Graphic Novels (GN)
 - i. Audio Books (AB)
 - j. Faculty Reference (FAC)
 - k. Library Equipment (EQ)

Begin Inventory

- Click on Back Office Tab and Inventory link
- Click on Start New button
- Name the inventory section and determine call number range
 - Example Story Collection, SC AAA to SC ZZZ
- Determine Circulation Types and date unaccounted for
- Click OK
- Scan barcodes of all items in the collection.
- Click on link showing Books Accounted for
- See Details of books unaccounted for
 - Print list of books unaccounted for
 - Look for books unaccounted for (try in other areas of the library where different prefixes are used)

- Enter barcodes of all found copies

Finalize Inventory

- Click on Finalize button
- Choose to mark all accounted for Lost or Ignore them
- Finalize the inventory
- Print an inventory list showing Lost items
- Take care of Lost items in the following ways:
 - Delete record if book is outdated and does not need to be replaced
 - Order a replacement copy of the missing book if necessary
 - Select and order an updated or replacement selection of the missing book

Follow this procedure for all sections of the library

Equipment Inventory

- Work with school secretary for asseted equipment inventory
- Inventory all equipment in Destiny
 - Most teachers have a document camera assigned to them
 - Other equipment should be checked out to individual teachers or be in the library unless noted.