

Inventory

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Why?



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The Truth...In Reality

*No matter what you think,
no matter how hard you try,
nothing but*

Conducting an Inventory
will guarantee accurate records.



*Collection
Development*

Inventory

Catalog

Users



Literature Review

- Accurate records
- Items well maintained
- Resources easy to locate

*Collection
Development*

Inventory

Catalog

Users



*Items well
maintained*

Inventory

*Accurate
records*

*Resources
easy to
locate*



Collections

- Circulating
- Reference
- Media
- Periodicals/magazines
- Equipment
- Special
- Juvenile
- Oversized
- Maps
- Art
- Realia
- Vertical file

And anything else you have

Before Inventory

- Set schedule
- Identify staff
- Draft guidelines
- Outline workflow

- Shelf read (*possible?*)

During the Inventory

- Shift, if necessary (*possible?*)
- Remove duplicate copies
- Pull outdated items
- Evaluate shape/condition of items
- Replace/need labels

What do you find?

- Items not in system
- Items - no barcodes
- Missing items - on shelf: misshelved
- Missing items - relocated/withdrawn/at remote storage

- Bib records - no attached items

- Good time to dust & clean the shelves



The Process





no missing

SHELF LIST INVENTORY REPORT Fri Dec 05 2008 for LOCATION CARLSON General (5th f

Beginning barcode and call # 32887100873753 UA10.5. S524 1986
Ending barcode and call # 32887925930143 UA23 .T648 2007

Total number of items that exist in this range 323
Number currently checked out 2
Number of items with off-shelf status 0
Number expected to be on the shelf 321

A. Number of barcodes in input file 321
B. Number of barcodes in input file that
do not belong in this area of the shelves 0
C. Number of barcodes in input file that are in
wrong place in this area of the shelves 2
D. Number of barcodes that are MISSING from
the input file 0

DETAIL REPORT FOR LOCATION CARLSON General (5th fl)

Status	Barcode	Call Number	Title
1. OK on shelf	100873753	UA10.5. S524 1986	The ultimate deterre
2. OK on shelf	921903532	UA10.5 .S62 1996	Uncivil wars : inter
3. OK on shelf	101792515	UA10.5 .T47 1982	Third-World conflict
4. OK on shelf	920894492	UA10.7 .H65 1990	Civilian-based defen
5. OK on shelf	105376075	UA10.7 .S47 1990	Civilian-based defen
6. OK on shelf	923262259	UA10.7 .Z33 1996x	Alternative to the P
7. OK on shelf	924048343	UA11 .A33 1998	The adaptive militar

35.	OK on shelf	923259651	Master Thesis	1997	C67	Positive classroom b
36.	OK on shelf	923098604	Master Thesis	1997	C676	Patterns of mercury
37.	OK on shelf	923757647	Master Thesis	1997	C884	Portfolio implementa
38.	OK on shelf	923493789	Master Thesis	1997	D14	A distributed databa
39.	OK on shelf	923757696	Master Thesis	1997	D236	Pyramid coding of vi
40.	OK checked out	923493896	Master Thesis	1997	D26	An assessment of ris
41.	OK on shelf	923735643	Master Thesis	1997	D296	A geochemical invest
42.	OK on shelf	923108395	Master Thesis	1997	D389	A comparative study
43.	OK on shelf	923101168	Master Thesis	1997	D414	Electrical propertie
44.	OK on shelf	923108312	Master Thesis	1997	D451	An investigation of
45.	OK on shelf	923765103	Master Thesis	1997	D459	Development of an en
46.	OK on shelf	923765053	Master Thesis	1997	D534	A flexible parallel
47.	OK on shelf	923499760	Master Thesis	1997	D649	Identifying suitable
48.	OK on shelf	923101515	Master Thesis	1997	D679	A land use plan for
49.	ERR missing ✓	926012032	Master Thesis	1997	D72 D	Experimental and num
50.	OK on shelf	923500492	Master Thesis	1997	D72	Experimental and num
51.	OK on shelf	923765152	Master Thesis	1997	D755	Managing organizatio
52.	OK on shelf	923257671	Master Thesis	1997	D849	A dynamic sensitivit
53.	OK on shelf	923762183	Master Thesis	1997	D996	Raising self esteem
54.	OK on shelf	923757761	Master Thesis	1997	Em11	The effect of phenob
55.	OK on shelf	923493730	Master Thesis	1997	Ep85	Degradation of polyc
56.	OK on shelf	923510053	Master Thesis	1997	F229	Growth of environmen
57.	OK on shelf	923761656	Master Thesis	1997	F356	Analysis and simulat
58.	OK on shelf	923760799	Master Thesis	1997	F774	A geochemical and fl
59.	OK on shelf	923735759	Master Thesis	1997	F915	Peer review in the B
60.	OK on shelf	923499265	Master Thesis	1997	F951	Oscillatory thermoca
61.	OK on shelf	923509345	Master Thesis	1997	F957	New words for new th
62.	OK on shelf	923757662	Master Thesis	1997	G123	Geographic trends in
63.	OK on shelf	923108759	Master Thesis	1997	G155	Modeling the tempera
64.	OK on shelf	923499455	Master Thesis	1997	G317	The relationship bet
65.	OK on shelf	923765202	Master Thesis	1997	G588	Fatigue crack growth
66.	OK on shelf	923764817	Master Thesis	1997	G885	Effects of open and
67.	OK on shelf	923735403	Master Thesis	1997	G893	Developmental regula
68.	OK on shelf	923259479	Master Thesis	1997	G93	Glass formation in H
69.	OK on shelf	923493128	Master Thesis	1997	G959	Effects of alternati
70.	OK on shelf	923259461	Master Thesis	1997	G966	Geophysical reconnai
71.	OK on shelf	923493813	Master Thesis	1997	H223	Attitudes and percep
72.	OK on shelf	923101739	Master Thesis	1997	H259	Teachers' beliefs ab
73.	OK on shelf	923508768	Master Thesis	1997	H469	Development of a jav
74.	OK on shelf	923499687	Master Thesis	1997	H674	Automated specied ty





SHELF LIST INVENTORY REPORT Mon Nov 24 2008 for LOCATION Carlson

Beginning barcode and call #	32887923735437	Master Thesis 1997
Ending barcode and call #	32887925523831	Master Thesis 2004
Total number of items that exist in this range	1189	
Number currently checked out	56	
Number of items with off-shelf status	1	
Number expected to be on the shelf	1132	
A. Number of barcodes in input file	1116	
B. Number of barcodes in input file that do not belong in this area of the shelves	5	
C. Number of barcodes in input file that are in wrong place in this area of the shelves	533	
D. Number of barcodes that are MISSING from the input file	25	

DETAIL REPORT FOR LOCATION Carlson

Status	Barcode	Call Number	Title
Barcode '32887925936470' has no item record			
1. OK on shelf	923735437	Master Thesis 1997 Ag15	Glucose induced swel
2. OK on shelf	923492880	Master Thesis 1997 Al79	A method to determin
3. OK on shelf	923732343	Master Thesis 1997 An84	Cultural evolution a
4. OK on shelf	923735098	Master Thesis 1997 Ap57	An alternative to pu
5. OK on shelf	923765111	Master Thesis 1997 Ar32	Thermal characteriza
		Master Thesis 1997 Av79	Soil degradation : f

955.	OK checked out	925420442	Master Thesis	2003	An24	The relationship bet
956.	OK on shelf	925354385	Master Thesis	2003	An43	The covered staircas
957.	OK on shelf	925414197	Master Thesis	2003	An89	Development of a non
958.	OK on shelf	925422075	Master Thesis	2003	At86	A novel scheme for t
959.	OK on shelf	925414213	Master Thesis	2003	B223	Tools for partially
	ERR msh, #962	925423016	Master Thesis	2003	B362	Race and capital pun
960.	OK on shelf	925414221	Master Thesis	2003	B327	The impact of matern
961.	OK on shelf	925338354	Master Thesis	2003	B333	Pre-wrap and the eff
962.	ERR msh	925423016	Master Thesis	2003	B362	Race and capital pun
963.	OK on shelf	925420566	Master Thesis	2003	B469	Elderly beneficiarie
964.	OK on shelf	925318885	Master Thesis	2003	B617	Performance of a nut
965.	OK on shelf	925338024	Master Thesis	2003	B697	An exploration in in
966.	OK on shelf	925337984	Master Thesis	2003	B759	India and the (re)na
967.	OK on shelf	925414262	Master Thesis	2003	C235	The effects of diffe
	ERR msh, #969	925420509	Master Thesis	2003	C454	Improved efficiency
	ERR msh, #970	925414247	Master Thesis	2003	C491	A model to predict a
	ERR msh, #971	925414361	Master Thesis	2003	C692	Crystallographic stu
	ERR msh, #972	925418255	Master Thesis	2003	C734	Changing avian biodi
	ERR msh, #973	925223382	Master Thesis	2003	C761	Predicting juvenile
	ERR msh, #974	925200927	Master Thesis	2003	C822	Mapping levels of im
	ERR msh, #975	925188957	Master Thesis	2003	C842	Learning enhancement
	ERR msh, #976	925347736	Master Thesis	2003	C899	Scientific naturalis
	ERR msh, #977	925414288	Master Thesis	2003	D14	Study and implementa
	ERR msh, #978	925200992	Master Thesis	2003	D53	The role of peritone
	ERR msh, #979	925329650	Master Thesis	2003	D536	Reliability based lo
	ERR msh, #980	925422737	Master Thesis	2003	D563	The role of exaptati
968.	OK on shelf	925338156	Master Thesis	2003	C33	An examination of ob
969.	ERR msh	925420509	Master Thesis	2003	C454	Improved efficiency
970.	ERR msh	925414247	Master Thesis	2003	C491	A model to predict a
971.	ERR msh	925414361	Master Thesis	2003	C692	Crystallographic stu
972.	ERR msh	925418255	Master Thesis	2003	C734	Changing avian biodi
973.	ERR msh	925223382	Master Thesis	2003	C761	Predicting juvenile
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978.	ERR msh	925200992	Master Thesis	2003	D53	The role of peritone
979.	ERR msh	925329650	Master Thesis	2003	D536	Reliability based lo
980.	ERR msh	925422737	Master Thesis	2003	D563	The role of exaptati
981.	OK on shelf	925422729	Master Thesis	2003	Ed87	A study of the corre
982.	OK on shelf	925338404	Master Thesis	2003	F381	An assessment of Afr
	ERR msh, #984	925189039	Master Thesis	2003	F5312	Regulation of hAR-dep
983.	OK on shelf	925201008	Master Thesis	2003	F531	Cardiorespiratory an
984.	ERR msh	925189039	Master Thesis	2003	F5312	Regulation of hAR-dep
985.	OK on shelf	925347751	Master Thesis	2003	F827	Laboratory character
986.	OK on shelf	925414320	Master Thesis	2003	F958	Functional force-EMG
987.	OK on shelf	925415608	Master Thesis	2003	G129	Object oriented gene
988.	OK checked out	925416960	Master Thesis	2003	G255	Handedness, magical
989.	OK on shelf	925414304	Master Thesis	2003	G342	Transmission of vehi
990.	OK checked out	925347876	Master Thesis	2003	G346	Forecasting daily ma
	shelf	925328454	Master Thesis	2003	G821	Stop, look, listen :
	shelf	925200919	Master Thesis	2003	G921	A communication plan
	shelf	925416879	Master Thesis	2003	G934	An experimental inve



Inventory Statuses

OK on shelf	On-shelf: The item's physical location matches the shelf list, or the status of the item is NOT an "off-shelf" status.
OK checked out	Checked out: The item is checked out and <i>not</i> on the shelf.
OK ST = [code]	STATUS = [code]: The item's STATUS field is non-blank, and the item is not on the shelf.
ERR missing	The item is not checked out and its STATUS is blank and therefore should be on the shelf, but it is not.
ERR msh	Mis-shelved: The item is physically out of sequence according to the shelf list. If it belongs at another point within the range of this inventory report, the line number of its correct position will be given (e.g., msh, #15).
ERR no item rec	There is no item record in the system for the given barcode. INNOPAC shows the barcode and call number for the <i>next</i> record in the database.
ERR os, but co	On-shelf but checked out: The item was found on the shelf but the system shows it as checked out to a patron.
ERR ST = [code]	STATUS = [code]: The item has a code in the STATUS field which the library has specified as an off-shelf status, but the item was found on the shelf.
ERR wrong loc	Wrong location: The item's location code differs from that of the first and last items in the range.
LAST ITEM SHELVED	The item was the last correctly shelved item; followed by an ERR msh item.



Reference Statistics
Inventory Summer 2008

	Total number of items that exist in the range	Off-shelf status	Do not belong or Misshelved	Checked out	Missing	Resolved	Withdrawn
AE 5 .O94- BX 9721.3 .H57	573	3	40	0	10	13	5
CB .D53- GV 1785 .G47x	1229	2	15	0	24	27	5
H 40 .A2 I5- HF 5903 .E38	746	5	58	0	28	25	15
HG 61 .I57- HG 9771 .H64	144	0	46	0	29	29	6
HJ 101 .G68- HX 86 .E58	441	1	22	0	14	14	3
J9 .5 .O44- LC 5800 .H36	468	2	19	0	80	26	18
M 1627 .E 63- PC3741 .D64	696	1	8	0	12	6	7
PC 3741 .L5682- PN 1993.45.M54	1125	2	42	0	38	27	17
PN 1993.45 .W6- PT 41.R42	1197	4	19	0	8	11	5
PT 41.R42- QD 65.L36	441	1	13	0	13	7	1
QD 65 .L36- QP 11 .E53	415	2	9	0	4	4	2
QP 11 .E53- RC 537 .H3376	194	2	4	0	3	2	3
RC 569.5 .V55- ZA 5075 .G68	857	57	38	0	82	61	15
TOTAL	8516	82	333	0	345	252	102
		.96%	3.9%		4.0%	2.95%	1.19%



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	468	2	19	0	80	26	18



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TOTAL	8526	82	333	0	345	252	102
		.96%	3.9%		4.0%	2.95%	1.19%



Orders



- Millennium
- Orders
- Claim/Cancel
- Send
- Rapid Receive
- Recommend
- Invoice
- Import Invoices
- Funds

b24270519

AUTHOR Cingel, Sarah Lyn
TITLE A model to predict annual tons recycled in the municipalities within Lucas County / by Sarah L. Cingel



Summary Record i30116909 0 Item-Level Holds 0 Bib-Level Holds

i30116909 Last Updated: 06-24-2010 Created: 04-22-2004 Revisions: 8

COPY #	1	LCHKIN	- - :	LOUTDATE	- - :
ICODE1	0	INVDA	11-24-2008	LOCATION	cmt CARLSON Masters Theses (4th fl)
ICODE2	- DISLOC&CENT	IN LOC	0	LOANRULE	0
I TYPE	18 Theses/Dissertations	# RENEWALS	0	STATUS	- AVAILABLE
PRICE	\$100.00	# OVERDUE	0	INTL USE	0
OUT DATE	- - :	ODUE DATE	- -	COPY USE	0
OUT LOC	0	IUSE3	0	IMESSAGE	- NO MESSAGE
DUE DATE	- -	RECAL DATE	- -	OPACMSG	-
PATRON#	0	TOT CHKOUT	0	YTDCIRC	0
LPATRON	0	TOT RENEW	0	LYRCIRC	0

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Summary

Record i30116909

0 Item-Level Holds

0 Bib-Level Holds

0116909 Last Updated: 06-24-2010 Created: 04-22-2004 Revisions: 8

COPY#	1	LCHKIN	- - :	LOUTDATE	- - :
CODE1	0	INVDA	11-24-2008	LOCATION	cmt CARLSON Masters Theses
CODE2	- DISLOC&CENT	IN LOC	0	LOANRULE	0
TYPE	18 Theses/Dissertations	# RENEWALS	0	STATUS	- AVAILABLE
PRICE	\$100.00	# OVERDUE	0	INTL USE	0



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*Collection
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Delighted

Inventory

Pleased

Satisfied



Thanks!



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