Inventory:
Taking stock of your collection

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University of Mississippi
University of Mississippi Libraries

- John Davis Williams Library
- Science Library
- Annex building
- Law Library
- Medical Library
Why do an inventory?
LibQual Comments

- Some books are **missing** although the system says it is available. Missing for months.

- Books are **missing** from the shelves with no explanation.

- There are **discrepancies** between the electronic status of a book and the actual status.

- Items are **ALWAYS missing**, and I have to go through ILL to get required material constantly.
More Comments

- I hate that you have books listed as available in the catalog that are not available.

- Sometimes it is not easy to find what I need, and the books are not on the shelf they are supposed to be.

- The biggest problem I’ve had with the library is books that have disappeared.
Comments = Complaints

- I check book availability before going to the library. It is very **frustrating** to see a book listed as available only to find that it is not on the shelf.

- I have often found that books are not where they should be, or that they read "available" and are in fact **not**.

- The library says that it has copies of a book but that book cannot be found anywhere in the library. I would suggest doing an **inventory** and revising what you say you "have available". It's very **frustrating**.
Should we do an inventory?
Arguments

- Too expensive
- Our collection is too large
- We don’t have enough staff
- It’s too time consuming
Inventory Control Task Force

- Necessary to improve the service quality of the library by increasing the ability to find items on the shelf that are listed in the library catalog.

- Develop policies and procedures for inventory control of the collections

- Implemented as a routine element of stacks maintenance.
Inventory Outcomes

- Identify the percentage of titles that are lost

- Update the online catalog to reflect what is available

- Weed the collection of titles, editions, or copies that are no longer needed

- Identify items in need of repair

- Identify mislabeled items
Where do we begin?
Science Library

- 68787 titles
- 100 hours – scanning
- 200 hours – correcting errors
Misshelved items

- 13276 titles reported misshelved
- 1498 outside of scan range
Journal of biochemical and molecular toxicology
New York, NY : Wiley, c1998-

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Call Number</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTERNET</td>
<td>Electronic journal</td>
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</table>

There are additional copies/volumes of this item

Journal of biochemical toxicology

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<tbody>
<tr>
<td>SCIENCE LIBRARY</td>
<td>RA1190 .J658 v.5-6(1990-91)</td>
<td>AVAILABLE</td>
</tr>
<tr>
<td>SCIENCE LIBRARY</td>
<td>RA1190 .J658 v.9(1994)</td>
<td>AVAILABLE</td>
</tr>
</tbody>
</table>

There are additional copies/volumes of this item
Wrong Location

- 310 titles
  - Main Library
  - Annex
  - Federal Documents
  - Special Collections
Call Number Errors

2962. OK on shelf    QK11 .A5 1942

ERR msh, #2968    QK95 .G6 v.1
Spine Label read QK 11 G6

2963. OK on shelf    QK11 .N315
Miscellaneous Errors

- 62 Miscellaneous errors
  - Checked-out
  - In-transit
  - On-search
  - Billed
  - Missing
  - Withdrawn
No Item Record

466 Titles

- Suppressed titles
- No barcode
Missing Titles

- 7,521 Titles
- 1,688 Titles
- 807 Titles
Methods

- Scan everything
- Selective Inventory
  - Reference
  - New titles
  - Location
  - Predictive data
- Random sampling
Predictive Data

- Circulation statistics
- On-search item statistics
- ILL statistics
ILL Lending: Items not on shelf

Percentage of all cancellations

FY02 FY03 FY04 FY05 FY06 FY07 FY08 FY09 FY10
Random Sample - Main

LC Classification

Percent Missing

0%
2%
4%
6%
8%
10%
12%
14%
16%
18%

P  PA  PB  PC  PD  PE  PF  PG  PH  PJ  PK  PL  PM  PN  PQ  PR  PS  PT
Library Stacks Management System

- Developed by Eastern Illinois University
- Uses MS Access with embedded Visual Basic Codes
- Written to work with Voyager ILS.

http://www.library.eiu.edu/download/lsms/main.html
LSMS Misshelved Alert
LSMS No Item Record Alert

Library Stacks Management System

Scan Barcode

32279005318631

32279005318631 – <Not Found!>
32279002695247 PT2563.D7 M34 1995 _ <– Out of Order>
32279006854097 PT2563 .02 _
32279006681995 PT2563.A5 S3 _
32279006742532 PT2563.A5 B7 _
32279010157149 PT2563 .A1 _v.52153

Microsoft Office Access

Item Not Found

OK
LSMS Status Alert

Library Stacks Management System

Scan Barcode

<Billed> 32279017871155 PL528 .B4 2007_
32279016458996 - <Not Found!>

Microsoft Office Access

Check the Item Status!
Current status: Billed

OK
It can be done

- Start with a plan
  - Who
  - What
  - Where
  - How
- Keep a log
- Shelf read
Questions?