



How to do inventory...
everyone's "favorite"
project

Why?

KNOW WHAT YOU OWN!

- Prairiecat charges per item
- Find gross stuff
- Correct collection holes
- Simultaneous shelf reading/straightening

Who? When?

- Staff?
 - Incorporate it into the schedule
 - Ask high school or college staff to come back for special project during school breaks
 - Give extra hours to PT pages/circ staff
- Volunteers?
 - Training is minimal, really easy process
 - Ask Key Club, Church group, or maybe the Library Board(?!?)

Getting Started ~~Special Equipment~~

Put a laptop,
scanner, and
extension cord
on a flat cart:



~~Software~~

All you need is the internet!

DO NOT bring the books to the circ desk. Take Circa to the books.

We had issues in a few corners of the library and occasionally had to use a hotspot to finish scanning.

CIRCA

Website:

[https://sierra.prairiecat.info/iii/airwks
t/?action=AirWkstReturnToWelcome
Action](https://sierra.prairiecat.info/iii/airwks
t/?action=AirWkstReturnToWelcome
Action)

Open Help Desk ticket to get Circa login. They will let you know when your login is ready to use.

Welcome to CIRCA

Please enter the following:

Login:

Password:

Home

 [Inventory Control](#)

 [AirPAC](#)

Inventory Control

Please scan item barcode:

Continuously scan items, while keeping an eye on the screen...

Normal scan:

Inventory Control

31523101139263 updated successfully
The Queen [videorecording] / Miramax...

Please scan item barcode:

Abnormal scan:

Inventory Control

31523101139263 updated successfully
Item is checked out. Check in?

Title The Queen [videorecording] / Miramax...
Barcode 31523101139263
Call #
Status - DUE 01-24-19
Location Byron PL DVD - BYLY-14
IMessage No Message
Message
Note
OPAC ---
Message ---
Type DVD, Long Loan
ICode2 ---

b19792165

Title The Queen [videorecording] / Miramax Films, Pathé Productions and Granada present, in association with Pathé, Renn Production, BIM Distribuzione, France 3 Cinema and Canal+ ; a Granada production ; a Stephen Frears film ; producers, Andy Harries, Christine Langan, Tracey Seaward ; written by Peter Morgan ; director, Stephen Frears.

Publication Info. [Burbank, CA] : Miramax Home Entertainment : Distributed by Buena Vista Home Entertainment, [2007]

Standard No. 0788870815
Standard No. 9780788870811
Standard No. 786936712414
Standard No. 0747084728204



Summary

Record

Record i49847284

Edit

Item-Level Holds 0

Bookings 0

Bib-Level Holds 0

Checked out on 01-10-2019 04:13PM to PORTER, EMILY M due on 01-24-2019
i49847284 Last Updated: 01-11-2019 Created: 06-14-2012 Revisions: 157

Form with fields: Copy No. 1, Inventory Date 01-11-2019, Location bymdv Byron PL DVD - BYLY-14, Item Code 1 1024, Checkin Location 81, Loanrule 28, Item Code 2 ---, No. of Renewals 0, Status DUE 01-24-2019, Item Type 51 DVD, Long Loan, No. of Overdues 0, Internal Use 0, Price \$29.99, Overdue Date - -, Copy Use 0, Checkout Date 01-10-2019 04:13PM, Item Use 3 1, Item Message - No Message, Checkout Location 81, Recall Date - -, OPAC Message ---, Due Date 01-24-2019, Total Checkouts 123, Year-to-Date Circ 1, Patron No. 1199691, Total Renewals 3, Last Year Circ 3, Last Patron 1719252, Last Checkout Date 03-20-2018 06:59PM, Item Agency 14 Byron Public Library, Last Checkin 04-03-2018 04:38PM

Call No. 099 DVD MOVIE QUEEN
Item Field 999 DVD 791.4372 Queen DEWEY;c1:31523101139263;4/30/2012;4/27/2012;AV-DVD BYLY-14;n81;529.99;Y;Y;DVD-LONG;4/23/2007;xDVD-NONFIC ADULT;092
Barcode 31523101139263

Circa's only purpose is to update the date in the INVENTORY DATE field:

ER, EMILY M due on 01-24-2019

Created: 06-14-2012 Revisions: 157

	Inventory Date	01-11-2019
	Checkin Location	81
	No. of Renewals	0
	No. of Overdues	0
	Overdue Date	

The “OVERLORD”

- Have one person be the designated INVENTORY OVERLORD
 - Trained in Cataloging and Create List
 - Detail oriented
 - Likes to finish things
- She/he can be in charge of running reports and managing the progress of the project.

Hopefully it's not you!

Hot Tips

- If you have extra scanners and laptops, more than one person can scan at a time.
- Ask scanners to bring all abnormal scans/gross books/collection notes to circ desk and/or OVERLORD
- CIRCULATION: Put the website up on one of the circulation desks. Scan into Circa as items are checked in.

Punch List

Give scanners a list and log your scanning progress:

Downstairs:		Upstairs:	
Non-Fiction		JNF	
Large Print (F then NF)		ERs (F then NF)	
Fiction		Picturebooks	
Young Adult		JFiction	
Audio (F then NF)		JGN	
GN		JBiographies	
CDs		JMags	
DVDs (NF then F)		JCDs	
Games		JGames	
Mags		JDVDs	

PrairieCat can help!

Once a location or two has been completed, put in a Help Desk ticket:

Ask PC staff to add a new inventory date to all items that have a status other than AVAILABLE

Now you're ready to run your first list!

MATERIALS CAN BE INVENTORIED OVER AND OVER

You'll notice that between circ staff, Prairiecat global edits, and your inventory scanners, items can potentially be inventoried quite a few times. This will just reduce the number of items that are on your lists, which reduces the amount of time it takes to walk a list.

Use a giant review file (that can handle your entire collection) and camp on it for a few weeks (Sorry John!).
Label MYLIBRARY INVENTORY.

Item search by agency (for entire collection)

The screenshot shows a 'Boolean Search' window with the following fields and controls:

- Review File Name:
- Store Record Type:
- Range:
- Search Mode: **Classic** (selected), Enhanced, JSON
- Search Query Table:

Term	Operator	Type	Field	Condition	Value A	Value B
1		Item	Item Agency	equal to	14	

Item Item Agency equal to "14"

Buttons: Group, Ungroup, Insert Line, Append Line, Delete, Clear All

Bottom Buttons: Search, Use Existing Search, Retrieve Saved Query, Save, Save As, Close

Export: Call #, Barcode, Inventory Date, Due Date, Status, Title, Author

BYLY Inventory

Export Item Information

Fields to be exported

Line	Type	Field
1	i	Call No.
2	Item	Barcode
3	Item	Inventory Date
4	Item	Due Date
5	Item	Status
6	Bibliographic	Title
7	Bibliographic	Author

Append

Insert

Delete

Field delimiter: ,

Text qualifier: "

Repeated field delimiter: ;

Maximum field length (0-1000): <none>

File: S:\Inventory\Material Inventory\Inventory PP.txt

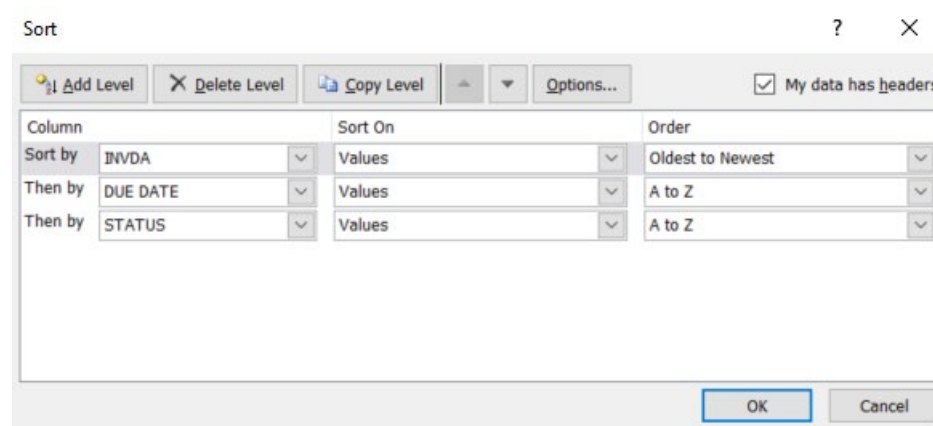
Browse

OK Apply Saved Export Save This Export Close

Organize your report in Excel:

- Fix column widths
- Format barcode column to a number with no decimals
- Sort by CALL NUMBER
- Copy/Paste the department you are working on into a new sheet

- Sort by INVENTORY DATE, DUE DATE, and STATUS



- Delete anything that has been inventoried, is checked out, or has a status other than AVAILABLE
- Resort by Call number, then by Author

The List

What is left after sorting, deleting, and resorting?

These are items that didn't get scanned, but should be on the shelf.

- Look for them twice, then change their status to missing.
- Keep a log of how many statuses you change.

Use “Existing Search”

(This is my favorite function in Create List!)

- Can update the report whenever necessary without recreating the report
- The OVERLORD should run a new list every time a department has been completed
- A good time to find and correct cataloging errors

One more time!

- When you think the whole library is done, do it one more time.
- Use Existing Search in Create List for the whole library.
- Delete everything that has been inventoried try to find the remaining items one more time.

Ta dah!

A meme featuring a close-up of a man with glasses and a deadpan expression, wearing a light blue shirt and a dark tie. The background is a blurred office setting with another person in a light blue shirt visible in the background. The text is overlaid in white with a black outline.

YOU DID A GOOD JOB.

**FALSE. YOU DID AN AWESOME
JOB**

Results

- BPLD has about 65,000 items
- We had two simultaneous scanners/list walkers dedicated to the project + the overlord time
- Completed scanning in two weeks
- Had lucky timing: while we were working on inventory, we caught a kid stealing DVDs
- Had less than 20 items go missing in FY18

Is it worth it???