Inventory @ UEL

Meg Atwater-Singer

Access Services Librarian

Session Overview

- Why?
- Other projects
- UE's projects
- Inventory future @ UE

Why Inventory?









Inventory @ Eastern IL U

- Why? Showcase Library Stacks Management System
- Why? Inventory more cost effective than replacing missing titles
- LSMS delivered & statistical analysis is compelling
- COST: Inventory 2.2¢ v. Replacement \$30

• Sung, Whisler & Sung. (2009). A cost-benefit analysis of a collections inventory project: a statistical analysis of inventory data from a medium-sized academic library. *The Journal of Academic Librarianship, 35*(4), 314-323.

Inventory @ U Mississippi

- Last inventory in 1980s
- Why? Negative LibQual comments about library collection
- Used Millennium's inventory feature + Library Stacks Management System
- Science Library = full scan & Main Library = PR-PT
- Discovered misshelving pattern PR1369, PE1417, PR1417
- Greenwood. (2013). Taking it to the stacks: an inventory project at the University of Mississippi Libraries. *Journal of Access Services, 10*: 77-89.

Inventory @ Notre Dame University

- Why? Established practice
- 2 decades of printed shelf list inventories
- Smart & cheap solution Excel and Visual Basic
 - Signal for status problem, misshelved, not on list
 - Comment fields for condition issues
- Significant decrease in labor = 12 weeks \rightarrow 3 weeks

• El Rayess. (2015). A quick, accurate, and free-of-cost inventory and shelf-reading solution. *Journal of Access Services, 12*: 104-117.

Project Overview

- Goal: Align OPAC with books on shelf
- Started 2012
- Finished 2016
- Used 2 different techniques
- Total Admin Buy-In

- Private, liberal arts & sciences university with some professional degrees
- 2500 FTE students
- 500 faculty, staff & administrators
- 5 librarians tenured w/ faculty rank
- 6 paraprofessionals
- 1 library director



Access Services Dept

- 4 Paraprofessionals
 - 1.33 = Interlibrary Loan
 - All oversee Information Desk



- Tuesdays from 3:15-4:30 pm only time everyone is in office
- 5-44 student workers
 - 107 hours/week in summers
 - 308 hours/week during semesters = 44 students

Collection Info

- UE Library = Bower Suhrheinrich & Clifford Buildings
 - C = built in 1955; renovated in 1986; 9,000 sq. ft.
 - BS = built in 1986; renovated in 2015-16; 56,000 sq. ft.
- 232,000+ items spread across 2 floors in 2 buildings
- Inventory has never been done
- May 2015 Feb 2016 library was renovated
 - All BS books were boxed up and stored offsite

Phase 1 – Old School

- 2012-2013
- 2012 did LC classes cataloger wanted
- 2013 determined most popular LC classes
- Used shelf list
- Lots of errors in shelf list

Major Space Issue

- Within a range, call numbers were displayed in two ways:
 - with a space before the DOT or
 - without a space
- This effected how the list is sorted:
 - all spaces are sorted in one group and
 - no spaces sorted next
- Required diligent shelf reading

PS29 .P3 H24 1994 PS29 .P63 A3 1999

PS29 .G28 A3 1994

PS29.B74 A4 1998a

PS29.K38 A25 2003

2012-2013 Inventory Results

Call #	#	NOS	% NOS	To TS
		2012		
ND	1449	38	3%	3
BS	2112	34	2%	1
Μ	4173	310	7%	
		2013		
PS	11845	262	2%	112
PR	11091	232	2%	96
ML	5688	70	1%	54
PN	7952	106	1%	59
Total	36576	1052	3%	325

Incomplete Data

- Cost no data
- Shelf lists showed all items, including charged items
- To TS can only guess at issues: no barcode, spine label/call number mismatch, etc
- Shelving errors no data
 - Minor misshelves = correct shelf or shelf immediately before or after
 - Major misshelves = beyond this zone
- Conditions Problems no data

Inventory @ Franklin Pierce



A Summer Breeze

Implementing Pick and Scan Inventory in a Small College Library

Leslie Inglis	inglisl@fpc.edu
Melissa Stearns	stearnmm@fpc.edu
Franklin Pierce College	Rindge, NH

Introduction:

- Franklin Pierce College is a small liberal arts college in southwest New Hampshire. We have about 1700 undergraduate students. The library has a staff of 8.5FTE, plus student employees. Our collection is approx. 140,000 volumes.
- The last inventory had been done 6 years ago, prior to our move to Voyager. We needed to update our database.
- With no built-in inventory method in Voyager, we began to look at how other Voyager libraries had performed inventory.
- * An Enduser presentation introduced Paul Johnson's (Bryan College) program: http://library.bryan.edu/inventory/. This method is based on Access, easy to run, easy to
- I make changes to, and we already had most of the equipment needed. We could also use our wireless network which meant real time updates.

pg not



Phase 2 – Getting Smarter

- Used STATISTICAL CATEGORY feature in Voyager
- Gave all items in a class INVENTORY MISSING status
- Recorded total number of items
- Went to stacks with laptop & barcode scanner
- Scanned barcodes into Voyager's Circulation Module's PICK AND SCAN
- Change status to INVENTORY YYYY ON SHELF

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Locations Permanent: Temporary:	No Change	Copy Number No Change C Reset to 0 (zero) C Replace with:	Item Status	Delete  Item  Empty holdings Empty bibs
Types Permanent: Temporary: Media:	No Change   No Change  No Change	Pieces	O Delete existing, add selected     At Bindery     Cataloging Review     Circulation Review     Claims Returned     Damaged     In Process     In Transit     Last Librory Applied	Suppress from OPAC Bib: No Change MFHD: No Change
Self Check Magnetic Media: Sensitize:	No Change	Item Price	0 selected Clear Clear Statistical Categories C No Change	No Change
Item Free Text No Change Clear Append: C Beolace with:			<ul> <li>Add selected</li> <li>Remove selected</li> <li>Delete existing, add selected</li> <li>Ebook - Project MUSE Froelich Collection George Klinger Collection</li> </ul>	C Delete C Replace with:
			Inventory 2015 Missing Inventory 2015 On Shelf Lost Missing No Security Tag 1 selected Clear	-
<u>R</u> eset			Bib: No Change	MFHD: No Change

# Inventory Missing Reports

- INVENTORY MISSING + INVENTORY ON SHELF
  - Systems/cataloguer removed duplicate statuses
- Checked report against shelf (matching barcodes)
  - Found all those skipped shelves
- Other ITEM statuses: overdue, lost, charged, etc.
  - Items on shelf and with other statuses were updated to ON SHELF
- Report generated 5 times before all remaining items were declared missing

### Post Phase 2 Process

- All items marked WITHDRAWN and suppressed from OPAC
- List given to Acquisitions Librarian for action
  - Circulation counts for each item on Inventory Missing Report

	Before	After	% on Shelf		Before	After	% on Shelf
А	1,083	1,074	99.2%	Μ	13,152	13,067	99.4%
В	21,244	21,080	99.2%	N	6,789	6,708	98.8%
C	1,477	1,466	99.3%	Р	43,499	43,287	99.5%
D	15,453	15,363	99.4%	Q	27,304	26,624	97.5%
E	10,206	10,128	99.2%	R	9,996	9,871	98.7%
F	3,966	3,946	99.5%	S	1,532	1,531	99.9%
G	5,497	5,440	99.0%	Т	11,688	11,148	95.4%
Н	35,612	35,352	99.3%	U	1,179	1,153	97.8%
J	6,712	6,450	96.1%	V	157	152	96.8%
K	2,218	2,218	100.0%	Z	4,590	4,450	96.9%
L	6,901	6,527	95%	OVER	463	459	99.1%

Total 230,718 227,494 98.9%

### Incomplete Data

- Cost no data
- Problem barcodes, spine label/call number mismatch no data
- Shelving errors no data
  - Minor misshelves = correct shelf or shelf immediately before or after
  - Major misshelves = beyond this zone
- Conditions Problems no data

# Inventoried Missing Books

Item Record Title Black death and the I edited and with an int	transformatio troduction by	on of the wes Samuel K. I	st / David Herl Cohn, Jr.	hy :	1				
Location 1 LGeneral Collectio	on B C	em Type look - lirculating	Item Status Missing+	Enum	Chron	Сору 1	Barcode 3000000339304	2	
<u>B</u> ib Brief Author: [ <del> </del>	) Hoļ Herlihy, Davi	dings	I <u>t</u> em/Hold	lings		Statistic Invento	30000003393042 cal Category ory 2015 On Shelf	2 copy 1 Date Applied 5/29/2015 11/11/2016	
Publisher:    Pub. No.:    ISSN:	Harvard Univ	versity Press,	,	Place Syste	/Dal Serie m Ni	Statistic Acquisi	cal Category List tions Review	<b>▲ ▼</b>	
Owning Library:	J_of_Evans	ville	paperj			Bound	Lompact Disc Periodical Volume	<u>0</u> K	

# Missing Procedure

- NOT ON SHELF = MISSING
- 4 WEEKS OVERDUE = LOST
- Reported items search almost daily for 3 months
- Withdrawn and suppressed
- How others do it:
  - Chen & Ma 4 or 5 x in 8 months
  - Niland & Kurth 3 x in 12 months; last time 1 year after 1st

### Phase 3 – Using RFID

- Inventory performed by RFID Digital Library Assistant
- 3M software
- All tagging done by student workers Fall 2015 2016
- Tag placement & wanding books = did we do good?

# Complete Data?

- Cost analyze daily schedules
- Minor & major misshelved items DLA report
- Other ITEM statuses DLA report
- Inconsistent call numbers/spine labels?
- Condition problems

# Bibliography

- Andersen. (1998). Method Without Madness: Shelf-Reading Methods and Project Management. *College & Undergraduate Libraries, 5*(1), 1-13.
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# Meg Atwater-Singer ma35@Evansville.edu 812-488-2487