

Inventory:


Taking stock of your collection

Judy Greenwood

Interlibrary Loan Librarian

University of Mississippi

University of Mississippi Libraries

- John Davis Williams Library
 - Science Library
 - Annex building
 - Law Library
 - Medical Library
- 
- A decorative graphic consisting of several overlapping, wavy, light gray lines that flow from the right side of the slide towards the left, positioned behind the list of libraries.

Why do an inventory?

The background of the slide features several thick, light gray, wavy lines that curve and flow from the bottom right towards the center, creating a sense of movement and depth.

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**.
- Some times 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**.

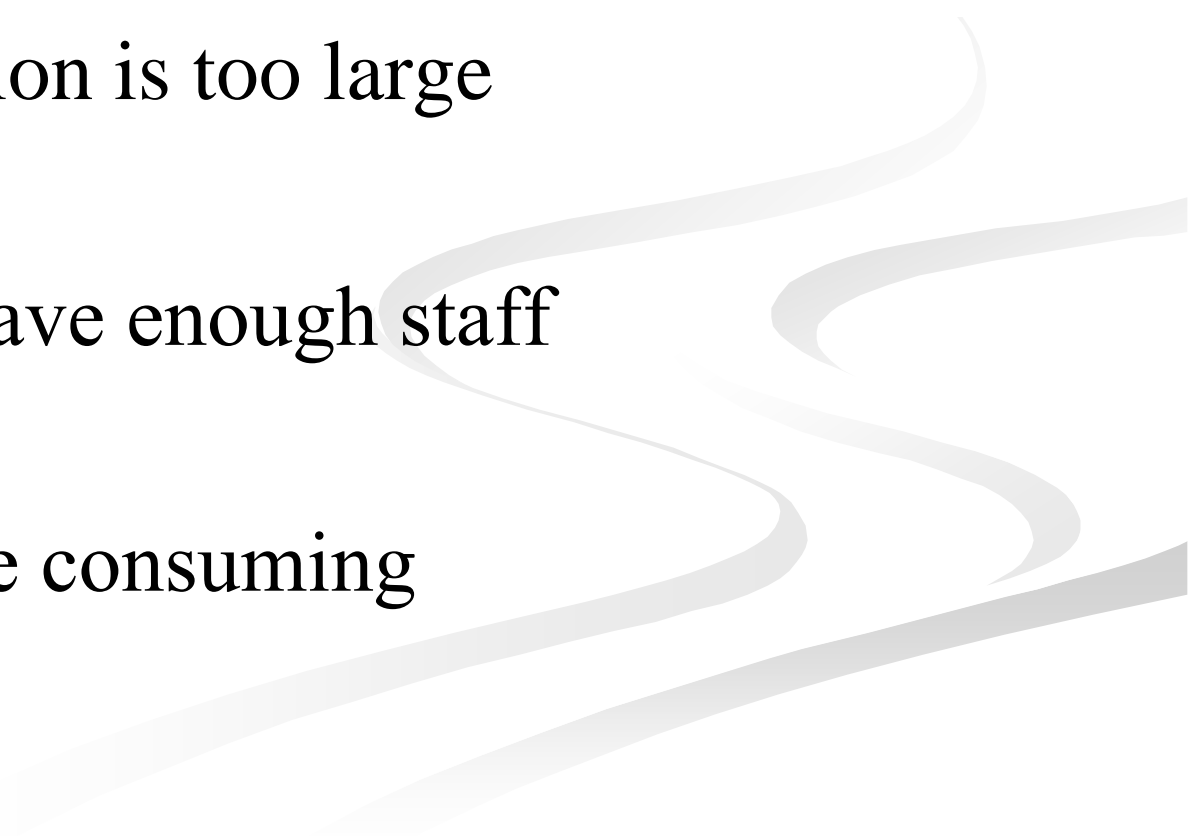
Comments = Complaints

- 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?

The image features a light gray background with a subtle gradient. In the lower right quadrant, there are several thick, wavy, light gray lines that flow from the bottom right towards the center, creating a sense of movement and depth.

Arguments

- Too expensive
 - Our collection is too large
 - We don't have enough staff
 - It's too time consuming
- 
- A decorative graphic consisting of several thick, light gray wavy lines that flow from the right side of the slide towards the left, partially overlapping the text area.

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.

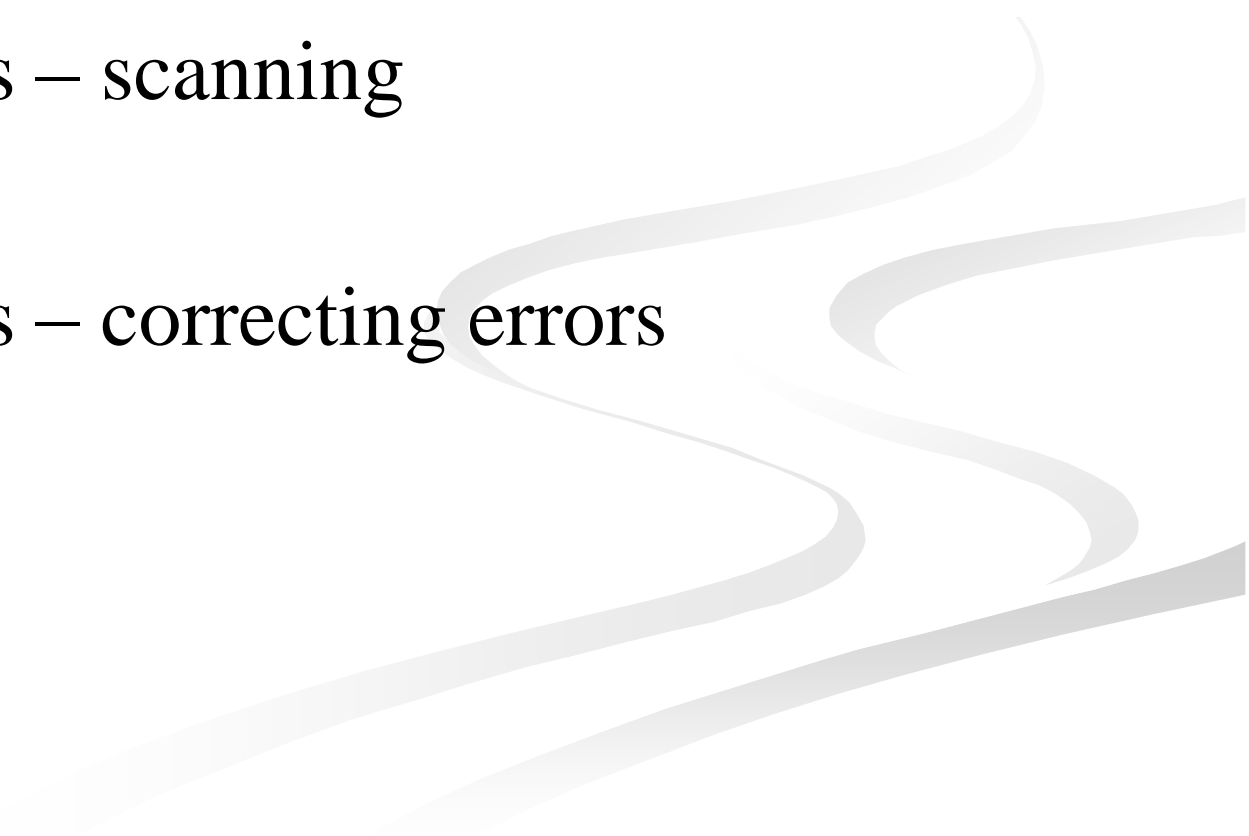
Inventory Outcomes

- 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

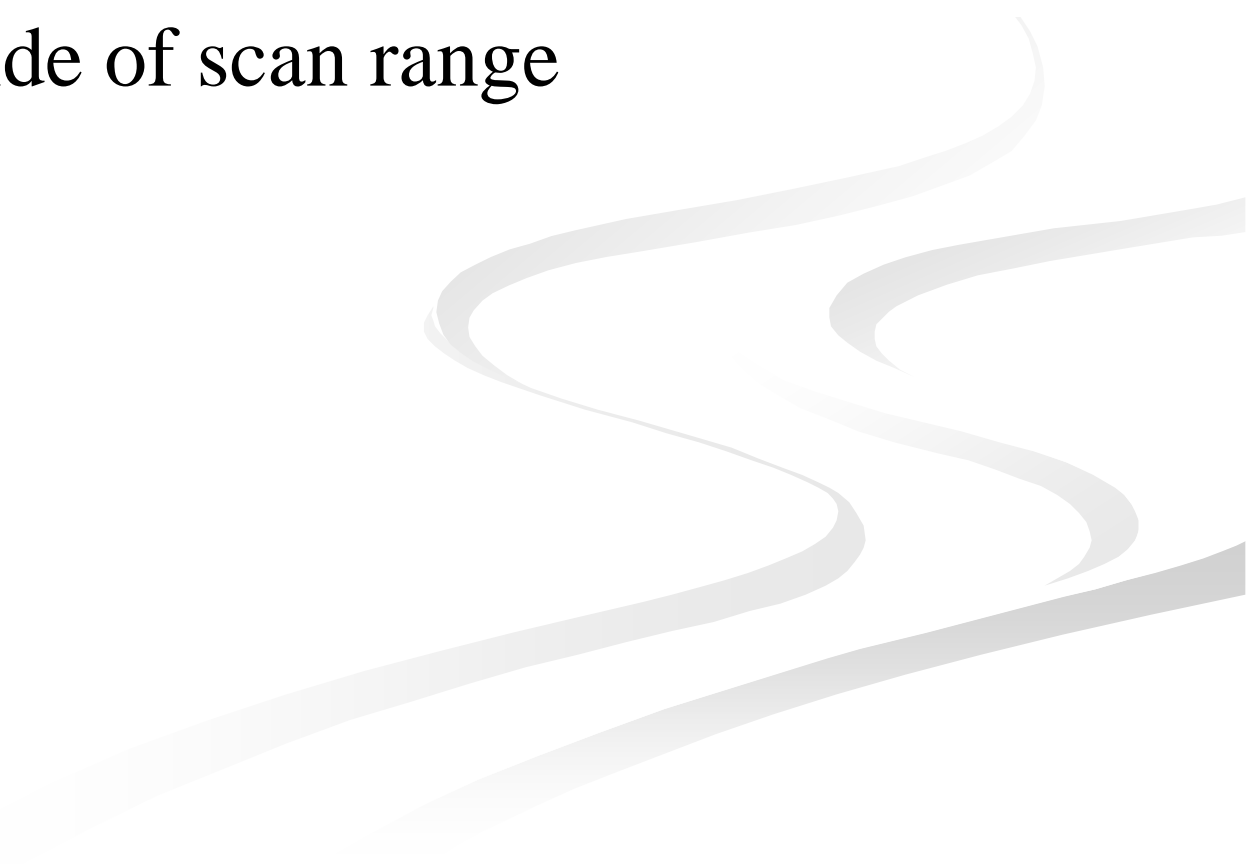
Where do we begin?

The image features a light gray background with a white horizontal band across the middle. Below this band, there are several thick, wavy, light gray lines that flow from the right side towards the left, creating a sense of movement and depth.

Science Library

- 68787 titles
 - 100 hours – scanning
 - 200 hours – correcting errors
- 
- A decorative graphic consisting of several overlapping, wavy, light gray lines that flow from the bottom left towards the top right, positioned in the lower right quadrant of the slide.

Misshelved items

- 13276 titles reported misshelved
 - 1498 outside of scan range
- 
- A decorative graphic consisting of several overlapping, wavy, light gray lines that flow from the bottom right towards the center of the slide.

RA1190 .J658

1



Periodical

Journal of biochemical and molecular toxicology

New York, NY : Wiley, c1998-

▶ Full Text

LOCATION	Call Number	STATUS
INTERNET	<u>Electronic journal</u>	INTERNET
<u>SCIENCE LIBRARY</u>	<u>RA1190 .J658</u> v.12(1998)	AVAILABLE
<u>SCIENCE LIBRARY</u>	<u>RA1190 .J658</u> v.13(1999)	AVAILABLE

There are additional copies/volumes of this item

2



Periodical


Journal of biochemical toxicology

Deerfield Beach, Fla. : VCH Publishers, c1986-1997

LOCATION	Call Number	STATUS
<u>SCIENCE LIBRARY</u>	<u>RA1190 .J658</u> v.5-6(1990-91)	AVAILABLE
<u>SCIENCE LIBRARY</u>	<u>RA1190 .J658</u> v.8(1993)	AVAILABLE
<u>SCIENCE LIBRARY</u>	<u>RA1190 .J658</u> v.9(1994)	AVAILABLE

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
- 
- A decorative graphic consisting of several overlapping, wavy, light gray lines that flow from the right side of the slide towards the left, creating a sense of movement and depth.

No Item Record

466 Titles

- Suppressed titles
 - No barcode
- 
- A decorative graphic consisting of several thick, light gray, wavy lines that flow from the right side of the slide towards the left, creating a sense of movement and depth.

Missing Titles


➤ 7,521 Titles

➤ 1,688 Titles


➤ 807 Titles



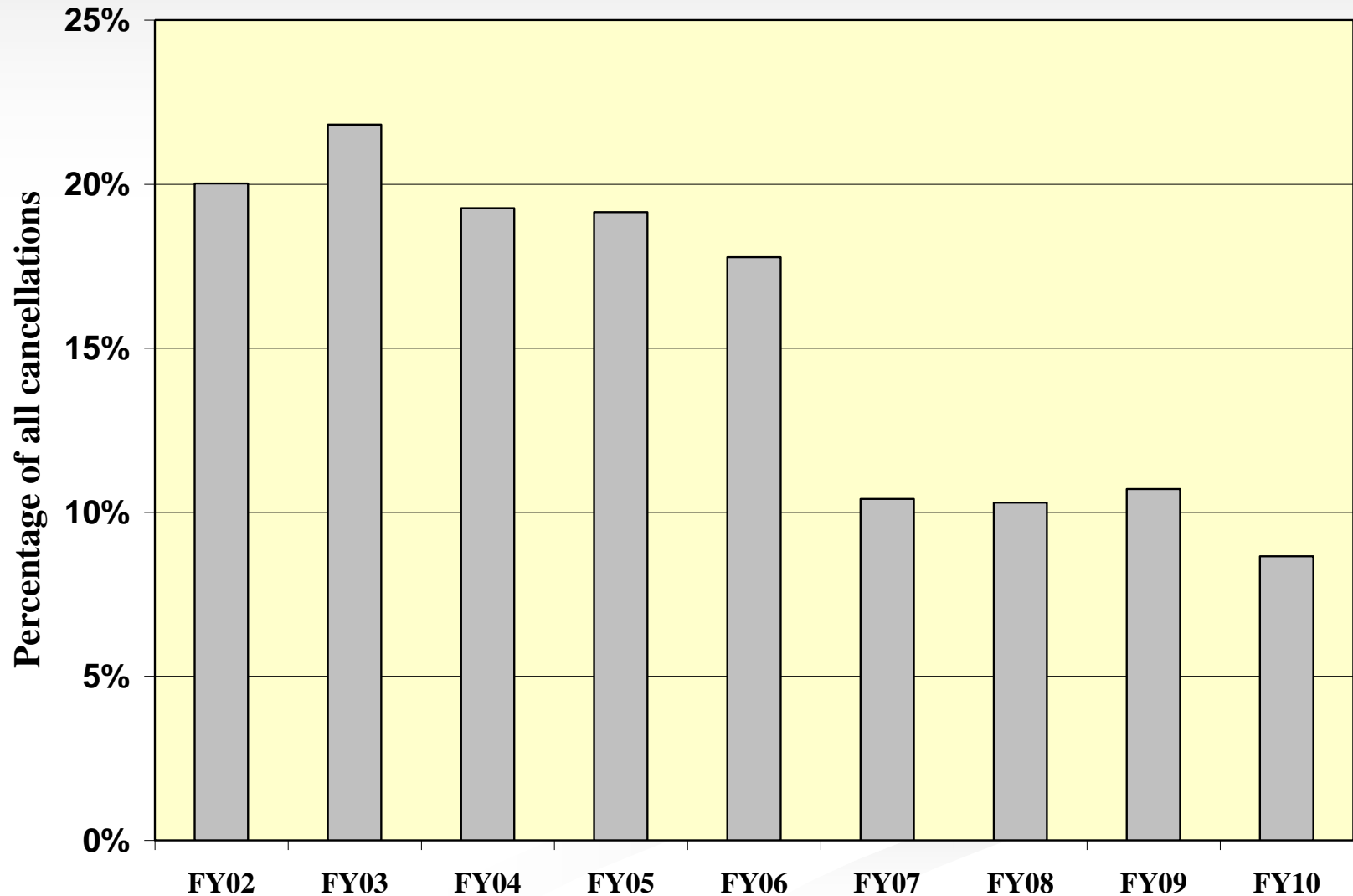
Methods

- Scan everything
 - Selective Inventory
 - Reference
 - New titles
 - Location
 - Predictive data
 - Random sampling
- 
- A decorative graphic consisting of several overlapping, wavy, light gray lines that flow from the right side of the slide towards the left, creating a sense of movement and depth.

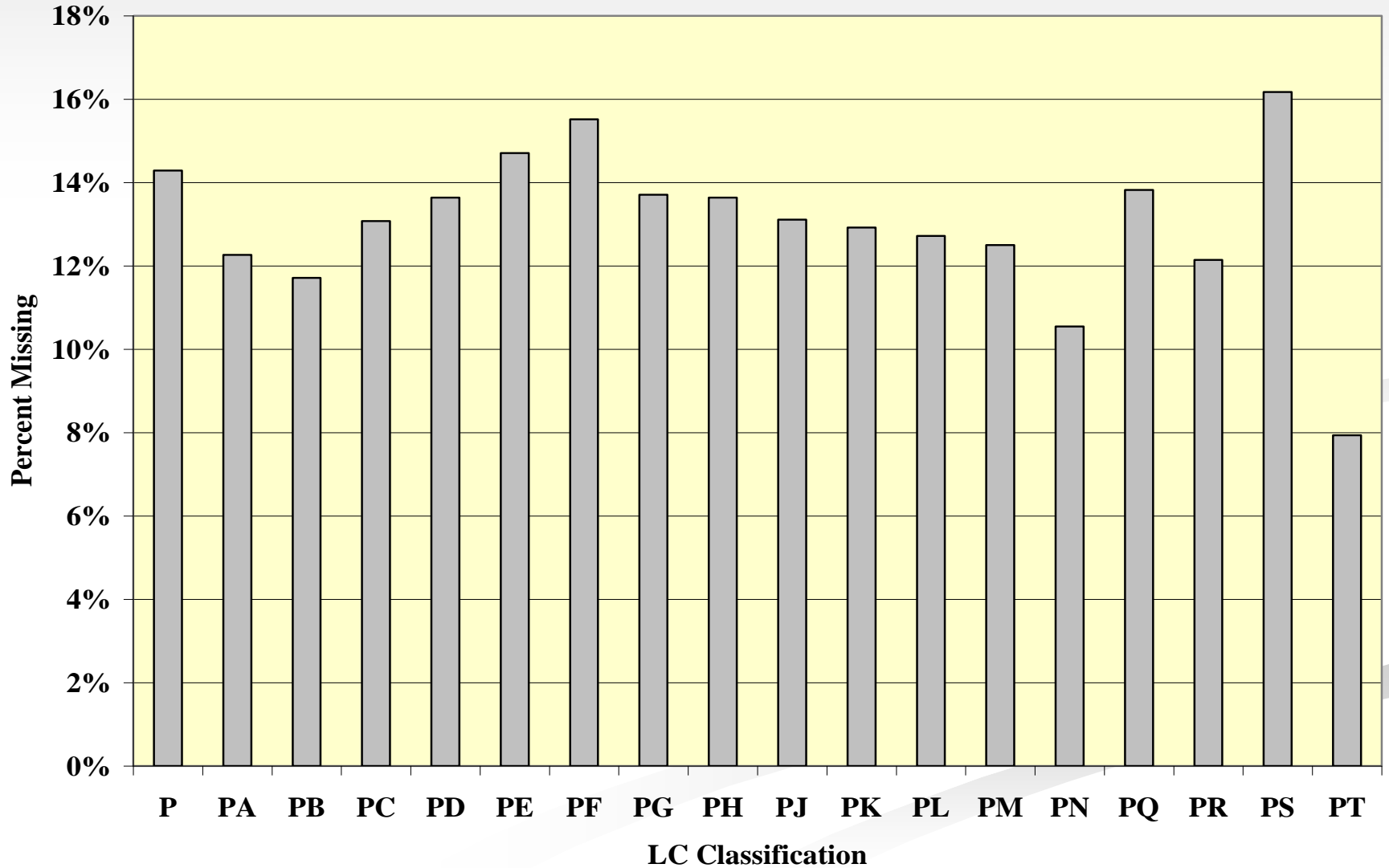
Predictive Data

- Circulation statistics
 - On-search item statistics
 - ILL statistics
- 
- A decorative graphic consisting of several overlapping, wavy, light gray lines that flow from the bottom right towards the top right, creating a sense of movement and depth.

ILL Lending: Items not on shelf



Random Sample - Main

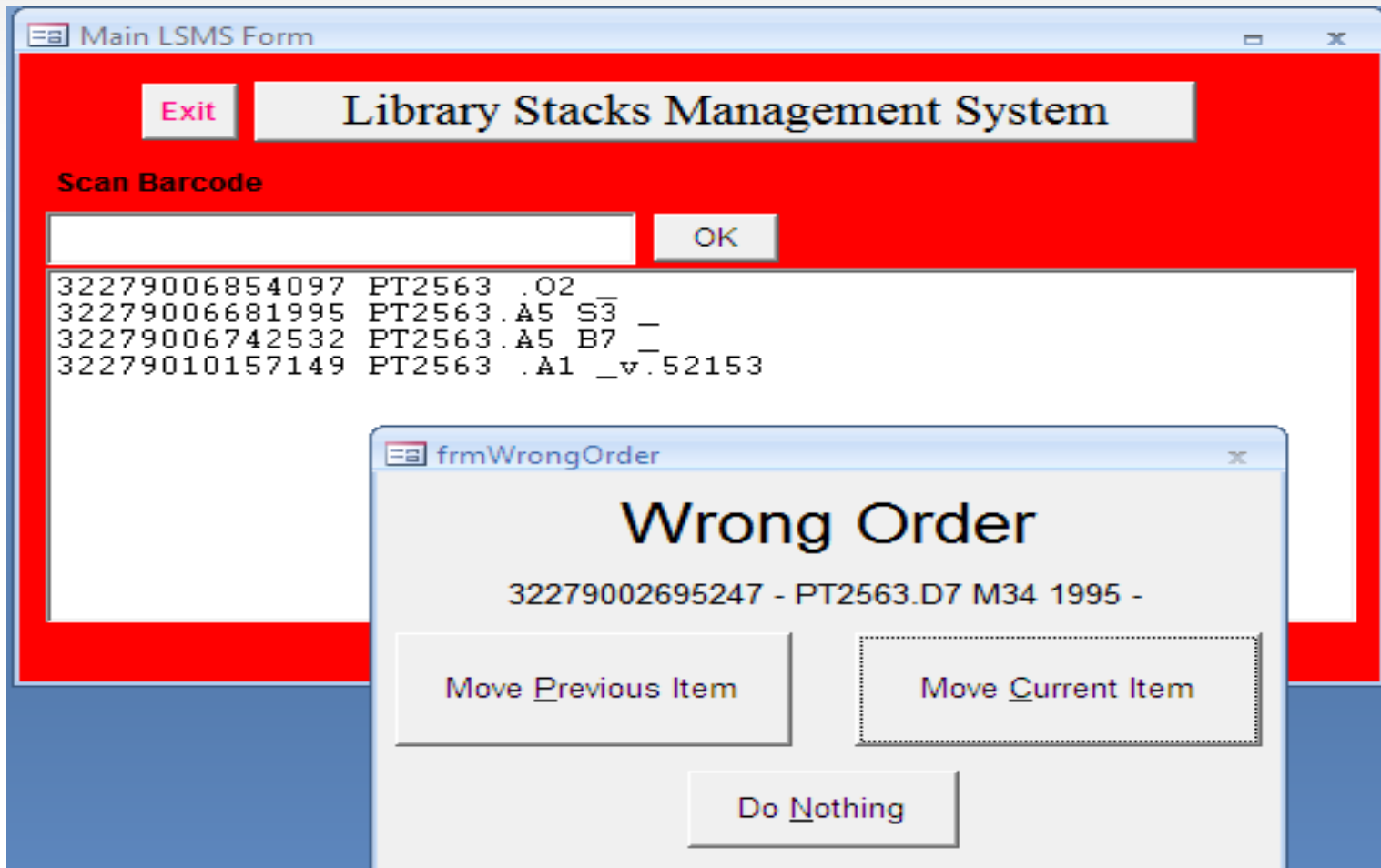


Library Stacks Management System

- 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



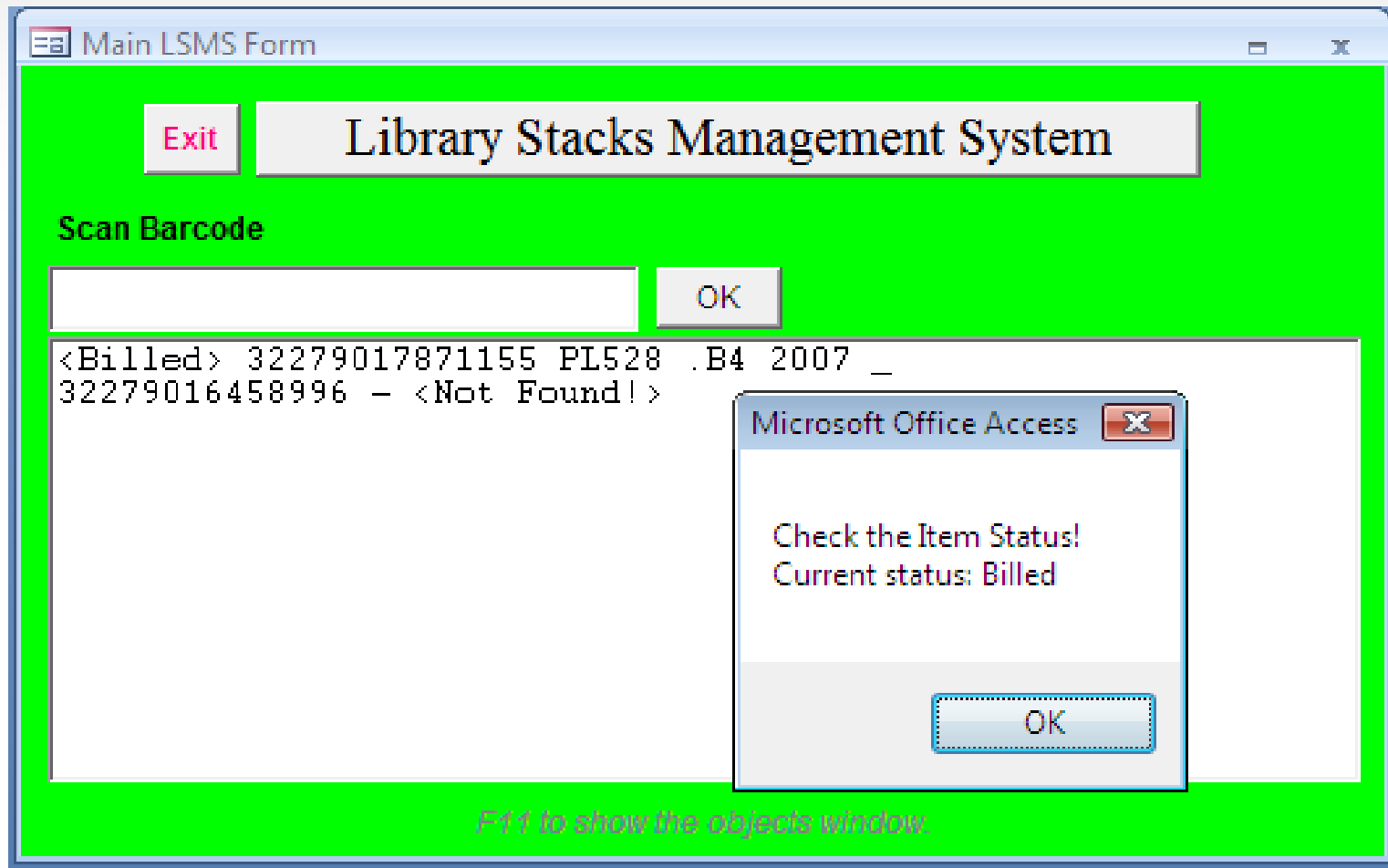
LSMS No Item Record Alert

The screenshot displays the 'Main LSMS Form' window with a yellow background. At the top, there is an 'Exit' button and the title 'Library Stacks Management System'. Below this, the 'Scan Barcode' section contains a text input field with the value '32279005318631' and an 'OK' button. The main display area shows a list of search results:

```
32279005318631 - <Not Found!>  
32279002695247 PT2563.D7 M34 1995 _ <- Out of Order>  
32279006854097 PT2563 .O2 _  
32279006681995 PT2563.A5 S3 _  
32279006742532 PT2563.A5 B7 _  
32279010157149 PT2563 .A1 _v. 52153
```

An 'Microsoft Office Access' dialog box is overlaid on the bottom right, displaying the message 'Item Not Found' and an 'OK' button. At the bottom of the main window, the text 'F11 to show the objects with...' is partially visible.

LSMS Status Alert



It can be done

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



Questions?

