

YEARLY SCHOOL INVENTORY

Library Monitoring Rubric - Section 2.2

Librarian Growth Rubric – Standard 3

School Library Guide - Section 6.6

Most schools do inventories on a regular basis, often at the end of the school year. If there is a large collection, inventory only a portion of the collection each year with a plan to cover the entire collection every two or three years. Inventories are time-consuming and tedious but there are a number of advantages to performing them.

REASONS TO INVENTORY

- Determine what items are missing and should be replaced
- Provide statistics and data to administrators
- Provide an opportunity to discover mistakes in the shelf-list and/or labeling of materials
- Clear patrons of overdue and lost book charges and discover missing items

ADVANTAGES OF ANNUAL INVENTORIES

- It allows for familiarity with the collection
- Problems are discovered that might otherwise be overlooked
- Worn books can be identified for repair, replacement, binding or discard
- Gaps in the collection will become obvious
- Weeding can be accomplished as inventory progresses

INVENTORY SUGGESTIONS

- Get all shelves in call-number order. If some books are out of regular order, such as oversized books or books for some particular program, put notes in the place they would usually be so that they can go to the odd shelf when reading that section.
- Either use a hand-held scanner or move the computer to a place where the scanner cord will reach the shelves. Begin at the start of any section by reading the barcodes in order through the collection.
- If any book needs attention (torn, dirty, a candidate for weeding, call number seems strange, etc.) the librarian should put a note into the book so that it sticks out of the top pages. Then the book should be pulled over onto its spine so that the note sticks out of the shelf. See an example on page 4.
- The computer will automatically inventory any books that come in through the circulation system and they will not be marked missing. Any books found out of place in closets, lockers, or desks can be scanned at any time without disturbing the rest of your inventory.
- At the end of each day, print out a list of “Unmarked” or “Missing” books.
- If a book prints out as “Not in your records”, means the marc record is missing.
- Things that have been weeded need to be permanently removed from the automated system.
- Go back through the shelves to attend to books with notes and correct the problem.
- After all barcodes have been scanned and problems have been corrected, then “Finalize” the inventory and print a list.
- Use the “Missing” list to decide what needs to be replaced, either the exact title or another on the same subject.



MS Department of Education

SCHOOL LIBRARY PROGRAM

EXAMPLE YEARLY INVENTORY REPORT

	Previous Year Total	Weeded Books	Missing Books	Lost & Not Paid	Lost & Paid	New Books	Total Books	Circulation	Average Age
000-099									
100-199									
200-299									
300-399									
400-499									
500-599									
600-699									
700-799									
800-899									
900-999									
Audio/Visual									
Fiction									
Reference									
Professional									
Total									

EXAMPLE OF LIBRARY INVENTORY NOTES

LIBRARY INVENTORY NOTES

Tasks completed

Resource Title or Call Number: _____

SELECT ALL THAT MAY APPLY:

Incorrect call number Incorrect library sublocation Needs to be repaired Needs to be weeded

Reason Weeded: Replacement/New Edition Damaged Circulation Copyright

★ Be sure to write or stamp (WEEDED or REMOVED) on the inside title page and mark out school library stamp ★

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NOTE Print premade Library Inventory Notes on bright colored paper to help see them at a glance.