

Inventory: A Blueprint for Success

Maria Luisa Saldarriaga Osorio
Reference Librarian
osoriom@surry.edu



- **When do we do it?**

 - Summer time. We do not close the library

- **Who does it:**

 - Everybody is aware of the process

 - 2 or 3 Library Technical Assistants

 - Reference librarian / Copy Cataloguer

 - Director of the library

Why is this important?

**This is not just about knowing how many items we have,
This is about what we have, and in which condition**

- Clean Catalog (spaces in Call numbers, dates, home location)
- Fix spine labels (LC #, Faded, Spaces)
- Repair Books (covers, loosen pages)
- Delete unnecessary duplicates
- Delete and replaced outdated material
- Relocate collections running out of space

Before

- Read shelves before start inventory
- Check misplaced materials and shelve them in the right place

It saves time!

Communication

Make sure **EVERYBODY** in the library **KNOWS** about it.

Know your collections

33.000 Items

- General Collection
- Young Adult
- Regular Fiction
- North Carolina Collection
- Popular DV Ds
- Staff Only DVDs
- Genealogy
- Reference
- Oversize
- Music
- Audio Books
- Juvenile
- Easy Books

Note: we have some other collections we do not include in the inventory.

Running the report

Procedure SirsiDynix:

Evolution from text files to excel (not so good)

Blue Cloud (2020)

New! Not perfect but much better. Very organized excel file.

SirsiDynix: TEXT

Carlson, Laurie M., 1952-

Cattle : an informal social history / Laurie Winn Carlson.

SF 195 .C37 2001

copy:1 id:33252000020485 library:SURRY

price:\$0.00

cat1:

cat2:

cat3:

cat4:

cat5:

type:BOOK

home location:STACKS

created:12/11/2007 permanent

current location:STACKS

pieces:1

SirsiDynix: Excel

	A	B	C	D	E	F	G	H	I
1	marcEntry	callNumber	Cop	itemID	locati	home Locati	ty	#c	cat
290	Boethius, d. 524.								
291	The consolation of philosophy / Boethius ; translated, with introduction and notes, by Richard Green.								
292		B 659 .C2 E59	1	33252000207546	STACKS	STACKS	BOOK	1	
293	Boethius, -524.								
294	The consolation of philosophy / Boethius ; translated with an introduction and notes by P.G. Walsh.								
295		B 659 .D472 E5 2008	1	33252000551802	STACKS	STACKS	BOOK	1	
296	Shapiro, Herman, 1922-								
297	Medieval philosophy; selected readings from Augustine to Buridan.								
298		B 720 .S5 1964	1	33252000207371	STACKS	STACKS	BOOK	1	
299	Knowles, David, b. 1896.								
300	The evolution of medieval thought / David Knowles.								
301		B 721 .K6 1962	1	33252000207322	STACKS	STACKS	BOOK	1	
302	Medieval philosophers / edited by Jeremiah Hackett.								
303		B 721 .M45 1992	1	33252000207348	STACKS	STACKS	BOOK	1	
304	Weinberg, Julius R. (Julius Rudolph), 1908-1971.								
305	A short history of medieval philosophy,								
306		B 721 .W4	1	33252000207355	STACKS	STACKS	BOOK	1	
307	Adamson, Peter, 1972-								
308	Philosophy in the Islamic world : a very short introduction /								

Blue Cloud Analytics Report

NEW to us

If you do not have access to Blue Cloud Analytics, request access, contact: John Wood,
CCLINC Systems Administrator, SirsiDynix
Phone 800-388-0824 Email: sirsi_help@nccommunitycolleges.edu

Go to Blue Cloud Analytics:

<https://na1-microstrategy.bc.sirsiidynix.net/bcanalytics/asp/Main.aspx>



Install MicroStrategy Office



Welcome NOCAMOsorio. (If you are not NOCAMOsorio, [click here.](#))



BCA NOCA

300741

Server name BCA-MICROSTRAT2-1.BC.SIRSIDYNIX.NET/BCA-Microstrat2-2/BCA-Microstrat2-3

[Blue Cloud Analytics Inventory Report Process Step by Step](#)

Blue Cloud Report

Excel cleaning

- Set Page Layout: Narrow Margins, Horizontal Orientation, Header and Footer (pages), and select rows to repeat at the top.
- Activate filters (We can use them now)
- Freeze panes (easy to handle)
- Under Data, sort excel file by “Item Collection Code” Values A to Z and “Item Call Number” Values A to Z
- We can fix a lot of errors using filters in the excel file. Examples: spaces in call numbers, Class Scheme, Format, and more.
- Print report and put it in binders by collection.
- To help our eyes during inventory highlight Checkout Items

Inventory Starter Kit

- Pencils
- Erasers
- Highlighters
- Sticky notes
- Cart



GO to the shelves

Any Doubts: Mark it!

Missing: Mark it!

Lost: Mark it!

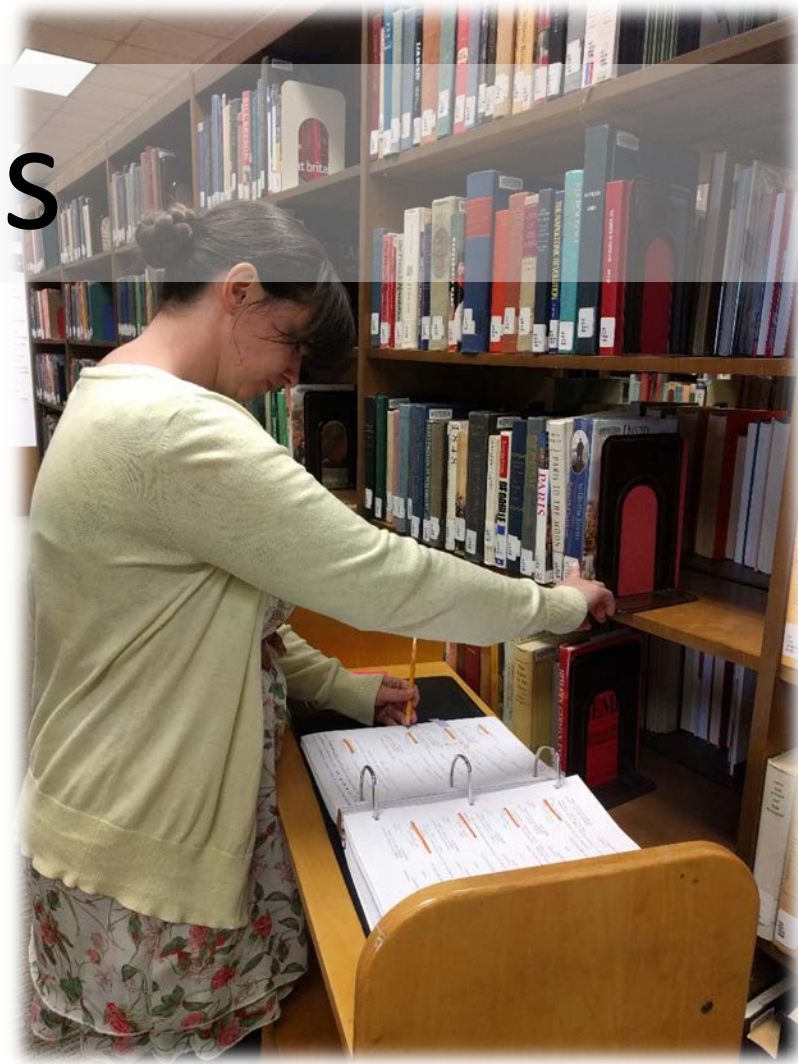
Checked out: Mark it!

In transit: Mark it!

Something suspicious: Mark it!

Doubts regarding call number: Mark it!

Missing letter, number, date in call number: Mark it!



Inventory Summer 2019

marcEntry	callNumber	Copy #	ItemID	location	Home Location	type	#copies	cat1
Critical essays on Steinbeck's The grapes of wrath / [edited by] John Owens.								
	PS 3537 .T3234 G847 1989	1	33252000603785	STACKS	STACKS	BOOK	1	
Owens, Louis.								
The grapes of wrath : trouble in the promised land / Louis Owens.								
	PS 3537 .T3234 G88 1989	1	33252000603868	STACKS	STACKS	BOOK	1	
Readings on The grapes of wrath / Gary Wiener, book editor.								
	PS 3537 .T3234 G887 1999	1	33252000603876	STACKS	STACKS	BOOK	1	
Steinbeck, John, 1902-1968.								
Of mice and men / John Steinbeck.								
	PS 3537 .T3234 O2 2002	1	33252000528370	STACKS	STACKS	BOOK	1	
Readings on Of mice and men / Jill Karson, book editor.								
	PS 3537 .T3234 O468 1998	1	33252000603835	STACKS	STACKS	BOOK	1	
Steinbeck, John, 1902-1968.								
Of mice and men / John Steinbeck ; with drawings by José Clemente Orozco.								
	PS 3537 .T3234 P43 1947	1	33252000003523	STACKS	STACKS	BOOK	1	
Steinbeck, John, 1902-1968.								
The short reign of Pippin IV : a fabrication / by John Steinbeck.								
	PS 3537 .T3234 S5 1957	1	33252000310076	STACKS	STACKS	BOOK	1	
Steinbeck, John, 1902-1968.								
Tortilla flat / John Steinbeck ; notes, Esther Menon.								
	PS 3537 .T3234 T652 2001	1	33252000461663	STACKS	STACKS	BOOK	1	
813.5								
Steinbeck, John, 1902-1968.								
	PS 3537 .T3234 W39 1947	1	33252000003630	STACKS	STACKS	BOOK	1	
Steinbeck, John, 1902-1968.								
The winter of our discontent / John Steinbeck.								
	PS 3537 .T3234 W5 1961	1	33252000039923	STACKS	STACKS	BOOK	1	
French, Warren G., 1922-								
John Steinbeck / by Warren French.								

lost
CHECKE
DOUT

After

Missing books: They were not checked out, and you cannot find them in the library.

What to do? Try to find them in the other collections (ask someone else). If it is not found, declare it “MISSING.”

Lost Books: They are checked out and were not found during inventory.

What to do? If they were already replaced or decide not to replace them, delete them.

If the book has been out 6 or more months declare it LOST and fine the user.

In transit and Hold

- Interlibrary loan books. Communicate with ILL staff about the status of the books.

Notes

- Communication is VERY important
- We print a lot of pages. It is worth it
- Make sure copy cataloguer/cataloguer is involved in the inventory process

Questions? ¿Preguntas?

Maria Luisa Saldarriaga Osorio
Reference Librarian
osoriom@surry.edu

