

## Running inventories

Lesley Johnson <Lesley.Johnson@sd71.bc.ca>

Fri 11/26/2021 11:18 AM

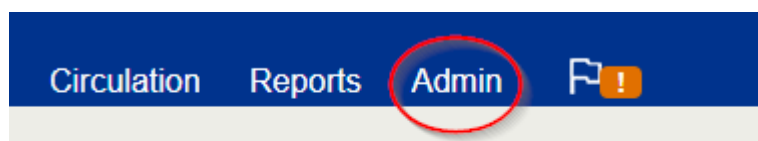
To: OLibrary - Teacher Librarians <OLibrary-Teacher\_Librarians@sd71.bc.ca>

Bcc: Vivian Collyer <Vivian.Collyer@sd71.bc.ca>

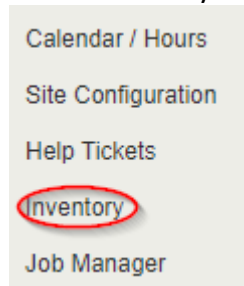
Hi everyone,

Just finished a Follett webinar on this topic and thought you might be interested in how to run a series of small inventories in your library rather than all at once. This is especially useful if you are an elementary TL and are going to have my support at your school for a couple of weeks in the new year. I could help with this!

First, go to Admin on your horizontal bar:



Go to Inventory:



You can see current and in-progress inventories on your drop-down inventory menu (I'm using Airport for this tutorial)

[ [View In-Progress & Completed Inventories](#) ]

**Library Inventory** DD\_inven\_2021 - Started 5/27/2021 ▼

91.01% Complete as of 10:50 AM Refresh

---

**Account for each Barcode**

Scan or enter one-at-a-time

Or upload a file of barcodes Ch

---

Started by [darkes.howl](#) [ [View Selections](#) ]

On the right hand side, you can start a new inventory - as many as you like - and set the perimeters for each:

How do I... ?

**Library Materials** Resources

Start New

Finalize

Check shelf order

You can then create a specific name for your inventory and define the perimeters for it:

**Inventory Name**

---

**Call Numbers from**  **to**

To specify a call number range, enter at least the first 3 digits for Dewey numbers, a complete call number prefix, or a call number prefix and author out

---

**Circulation Types** All Circulation Types

**Sublocation** All Sublocations

---

**All copies meeting the above criteria will be set to "unaccounted for"...**  
 Except for copies that have been seen on or after

Notice in the image above/below that you can decide on specific sublocations (this is particularly useful if you have genrefied your fiction collection and you only want to look at a particular selection/topic. It's also useful if you have more than one person helping with the inventory, as one person can be in one part of the library and another can be somewhere else and you are each in charge of your particular section.

**Select Sublocations...**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Undefined      | <input checked="" type="checkbox"/> Level Reader BIN       |
| <input checked="" type="checkbox"/> AB ED PRO      | <input checked="" type="checkbox"/> Level Reader K/1 White |
| <input checked="" type="checkbox"/> ADVENTURE      | <input checked="" type="checkbox"/> Level Reader NF Yellow |
| <input checked="" type="checkbox"/> ALLABOUT BIN   | <input checked="" type="checkbox"/> library bin            |
| <input checked="" type="checkbox"/> ANIMAL FANTASY | <input checked="" type="checkbox"/> MAGAZINES              |
| <input checked="" type="checkbox"/> ANIMAL STORIES | <input checked="" type="checkbox"/> MYSTERY                |
| <input checked="" type="checkbox"/> Board Book     | <input checked="" type="checkbox"/> NF Level Reader Bin    |
| <input checked="" type="checkbox"/> book room      | <input checked="" type="checkbox"/> NF library bin         |
| <input checked="" type="checkbox"/> CAROUSEL       | <input checked="" type="checkbox"/> Non-fiction            |

You can also do an inventory that checks shelf order, as well:

Check shelf order

Having non-library managers help out is also possible if you get them to scan into an Excel spreadsheet and save it as a .txt or .csv file to upload to Destiny when they are completed.

Afterwards, you can run a Titlewave analysis of your collection to get some really cool info on how your collection is organized and which sections are getting the most attention/love and which need upgrading! Go Catalog - Titlewave - Submit while using your admin login. (Most of you probably did this during your LIBE coursework, so it likely isn't new to you)

To upload your collection for analysis, click [Submit](#)

I haven't done a full inventory for any of my libraries yet because in my old life a full-library inventory was an incredibly onerous and lengthy process. Now that I know Destiny allows us to break off bite-size bits throughout the year, I'm going to be doing inventories on a regular basis!

Also found this useful for checking up on books that have been marked lost for many years and are likely never going to come back. Batch deleting them based on a particular date (say September 9, 2018) will help keep your collection current and reflective of what is actually available to your users.

Copies matching selections 2,620  
 Accounted for 2,532 (Copies lost: 31 [ [See Details](#) ])  
 Unaccounted for 88 [ [See Details](#) ]  
 Copies in collection 15,858

Report on  Copies in the inventory  
 Copies that have been 'Accounted For'  
 Copies that are 'Unaccounted For'

Then you select See Details. At the bottom of the first page you would see the following options. You can then set a date for a batch delete of all 'lost' copies. Some schools have items marked lost in 2013 that still haven't been deleted from the catalog.

Reset all library materials marked "lost" on  [Reset "Lost"](#)

Delete all copies marked "lost" on or before  [Delete All](#)

There's a ton of other tips/tricks available using the inventory option, but this email is long enough. Happy Friday!

**Lesley Johnson (she/her)**  
District Elementary Support Teacher-Librarian

IT Office: 250-338-1425

## Comox Valley Schools

