Procedure

LIBRARY INVENTORY PROCEDURE			

Procedure Section & Number:			**Effective Date:**	
Policy Owner:	Vice President Academic		**Last Revised:**	June 1, 2021
Policy Administrator:	Director, Student Services		**Review Scheduled:**	June 1, 2025
Approver:	Executive Committee			
The official controlled version of this document is held with the Policy & Procedure Coordinator.				

A.   PROCEDURES

Inventory of the Keyano College Library's physical collection will be completed by library staff every three (3) years. A complete inventory of the collection helps to verify the library resources and determines the need for deselection, replacement, or repair, and identifies items missing from the collection.

1.   Inventory Procedure

   1.1   Inventory Mode

   a.   In the Integrated Library System (ILS) Workflows, using the "Inventory Item" feature in the CircMgr module, barcodes of each physical item in the library will be scanned and therefore marked as "inventoried".
   b.   Items should be removed from the shelf to a book cart, scanned using the "Inventory Item" feature and returned to the shelf.
   c.   When re-shelved, items should be straightened and edged to maintain a clean and organized look. Periodicals should be stacked in reverse date order.

2.   Inventory Reporting

   2.1   Inventory Report in BLUEcloud Analytics (BCA)

   a.   When a section of the library has completely been scanned for inventory (e.g. picture books), the "Inventory List" report available in BCA will be run the following day to identify items that were not scanned or "inventoried." The BCA system updates nightly, and updated reports will be available the following day.
   b.   Items that have not been scanned will be checked in the ILS to determine if they are checked out, assumed lost, or missing.

c. A secondary physical inventory will take place using the BCA report, which identifies items that have not been scanned; this will ensure none of the items were missed in the initial inventory scanning process.

d. A new "Inventory List" report will be run the following day in BCA to determine the final number of items that have and have not been scanned for inventory.

e. Items that remain un-scanned and are not currently marked as missing, lost, or checked out in Workflows will be marked "missing" in the ILS.

3. Discoveries during Inventory

2.2 Materials marked "Checked Out", "Missing" or "Assumed Lost" in Workflows

a. Occasionally, while scanning items, a notification will appear in Workflows indicating an item is checked out, assumed lost, or missing. In this situation, the item should be set aside and given to the Acquisitions and Access Technician to discharge and update any related documents, such as Financial Holds. Any periodicals should be passed on to the Cataloguing & Serials Subscription Technician.

i. Once discharged, the item(s) should be scanned again in inventory mode and re-shelved.

2.3 Outdated Materials

a. Staff completing inventory may notice items that appear to be outdated and should be pulled after scanning for the Librarian to review for possible deselection/replacement.

2.4 Duplicate Copies

a. Staff completing inventory may notice that there are duplicate copies of a title and should be pulled after scanning for the Librarian to review for possible deselection.

2.5 Damaged Materials

a. Staff completing inventory may notice items that appear to be damaged or in poor condition and should be pulled after scanning for the Librarian to review for deselection/replacement/mending.

B. DEFINITIONS

(1) BLUEcloud Analytics: means SirsiDynix's browser-based system that will integrate SirsiDynix's "administration, discovery,

acquisition, and collection management applications." It is used to run reports regarding library processes – such as circulation. BLUEcloud Analytics is a part of Keyano's consortium agreement with NEOS.

(2)   Integrated Library System: means an enterprise resource planning system for a library, used to track items owned, orders made, bills paid, and patrons who have borrowed. Keyano uses the SyrsiDynix Symphony ILS system. The desktop application for Symphony is identified as "Workflows".

(3)   Inventory: means the process of scanning physical items in the library collection to determine the status of the items matches the catalogue record and updating records as necessary.

(4)   Workflows: means the ILS Keyano College Library uses that enables all circulation activities and notifies patrons of overdue and late items.

C.   RELATED LEGISLATION

- *N/A*

D.   RELATED DOCUMENTS

- [Library Collection Development Policy](#)
- [Library Weeding Procedure](#)
- [Library Fines and Financial Holds Procedure](#)

E.   REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
06/01/2021	New	All	Library Acquisitions and Access Technician	Librarian