INTERPRETING AND MARKING INVENTORY REPORTS

EXPLANATION OF HOW THE REPORT IS GENERATED AND LISTED :

The computer has a shelf list in its brain and compares what was found on the shelves (in the order in which it was scanned) with the shelf list. If a book is out of order after where it belongs, the report says that everything between the book before it and that book is out of order – but really, in most cases, the “msh” books are in correct order! The supposedly misshelved items are indented on the printout. Sometimes the computer doesn’t interpret Dewey order correctly, so it may say things are misshelved when they are really in the right place (mark these items OK)

Each item in the range that was scanned is given a number in the printout. You can use this number to see if the misshelved items are in the correct order.

MARKING THE REPORT :

At the top of the first page of the report, write “missing” at the left side (so you can add the page numbers on which you find missing items). At the right side, write “_____ 1st check”. The clean-up person goes through the lists twice – in the first time through, she often finds things that were listed as missing. Having this place to write date for first check insures that each report gets checked twice.

HIGHLIGHTED ERRORS :

ERR missing - yellow highlight, write page number at top of front page of report (Missing 3, 5, etc.)

ERR ST=,ST=M - blue highlight

ERR wrong location - blue highlight

ERR no item rec - blue highlight

ERR os, but co – blue highlight (means that the item record says it's checked out, but it was on the shelf)

For the other errors, you'll need to draw arrows or circles. Using a colored pen to make these notations will make it easier for the clean-up person to spot them on the list.

If an item is out of order after where it should be, it will be preceded on the report by one or more ERR msh items. Draw an arrow up toward where the item belongs.

If an item is out of order before where it should be, it will be indented on the list showing where it was found. Draw an arrow down toward where it belongs.

If 2 items are simply reversed on the shelves, draw a double-headed arrow to show that they need to be switched.

If there's an area with a lot of items out of order, circle those call numbers so that the clean-up person knows to check that whole section.

If there are items marked MSH on the list, but they're in the right place (due to interpretation of Dewey order), mark them OK.

WRONG LOCATION mainm – check call numbers to see if it's shelved correctly, then mark OK (the system can only handle one location at a time in inventory, so it thinks that mainm books are in the wrong place, even though we want them shelved in main). If it's in the wrong place in call number order, draw arrow toward correct place.

If there's a whole page with no errors, draw a vertical line through the call numbers, so the clean-up person knows she can skip that page.

NEED NO ACTION:

These messages may be found in the list, but don't require any action.

OK checked out

OK ST = m (its status is "missing", and it is still missing)

OK ST = $ (paid for)

OK ST = f (it was missing in another inventory, and still is)