No Frills Inventory

Inventorying With No Special Programs or Equipment

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Linscheid Library

- Linscheid Library has 13 full time employees (1 director, 5 librarians, and 7 staff) and approximately 30-35 student assistants

- The current building was completed in 1997

- The collection is approximately 615,000 items

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Background Information

- There has been a fair amount of turnover for the Technical Services position over the last several years.

- An inventory was definitely done in the late 1990's, but we are unsure if any inventory was done between that and 2018.

How We Started

- Assigned by director
- Research
- Fixing locations
- Figuring out lists to run
- Formatting spreadsheets

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Getting Help From Others

- Every department in the library was involved.

- Coordinated with librarians and staff who passed information on to their students.

- Could NOT have been completed without everyone's help.

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Splitting Up the Library

- Divided into sections based on location, size, and difficulty.
- Gave sections based on where a department was located.
- Kept difficult sections such as Special Collections and Maps for Technical Services.
- Created a table with locations, assigned departments, and progress for that section

Tracking Table

Location to Inventory	Responsible	Timeframe	Formatted	Printed	Done
Instructional Services Department	Calantha	By Spring Break	X	X	XX
Instructional Services Office	Calantha	By Spring Break	X	X	XX
Collection Services Office	Casey	By Spring Break	X	X	XC
Oversize-2nd floor	Collection Services	1st	X	X	XX
Stacks-Q's	Collection Services	2nd	X	X	XXX
Stacks-R's	Collection Services/Technical Services	3rd	X	X	XXX
Stacks-S's	Collection Services/Technical Services	4th	X	X	XXX
Stacks-T's	Collection Services/Technical Services	5th	X	X	XXX
Stacks-U's	Collection Services/Technical Services	6th	X	X	XXX
Stacks-V's	Collection Services/Technical Services	7th	X	X	XXX
Stacks-Z's	Collection Services/Technical Services	8th	X	X	XXX
Bound Periodicals	Collection Services	9th	X	X	XX
Current Periodicals	Collection Services	10th	X	X	XC
Microform Periodicals	Collection Services	11th	X	X	XC
Dean's Office	Dana, Brandi	By Spring Break	X	X	XC
Reference Desk	Instructional Services	1st	X	X	XX
Reference	Instructional Services	2nd	X	X	XX
Big Books-3rd floor	Instructional Services	3rd	X	X	XX
Children's Literature (Easy)	Instructional Services	4th	X	X	XX
Children's Literature (Biography)	Instructional Services	5th	X	X	XX
Children's Literature (Fiction)	Instructional Services	6th	X	X	XX

Juvenile (Non-fiction)	Instructional Services	7th	X	X	XX
Public Services Office	Marla	By Spring Break	X	X	XC
AV Equipment	Media Services	By Spring Break	X	X	XX
Technical Services Office	Megan	By Spring Break	X	X	XX
Media Services Office	Patrick	By Spring Break	X	X	XC
Reserves	Public Services	1st	X	X	XX
New Book Shelf	Public Services	2nd	X	X	XXXC
Oklahoma Studies	Public Services	3rd	X	X	XXX
Music Listening Library	Public Services	4th	X	X	XX
Parker Ethics	Public Services	5th	X	X	XXX
Braille	Public Services	6th	X	X	XXC
Entertainment DVD's	Public Services	7th	X	X	XX
Education DVD's	Public Services	8th	X	X	XX
Stacks-A's	Director's Office	1st	X	X	XXX
Stacks-B's	Director's Office	2nd	X	X	XXX
Stacks-C's	Director's Office	3rd	X	X	XXXC
Stacks-D's	Director's Office	4th	X	X	XXX
Stacks-E's	Director's Office	5th	X	X	XX
Stacks-F's	Director's Office	6th	X	X	XX
Stacks-G's	Director's Office	7th	X	X	XXX
Stacks-H's	Media Services, Instructional Services, Director's Office	8th	X	X	XX
Stacks-J's	Director's Office	9th	X	X	XX
Stacks-K's	Technical Services	10th	X	X	XX
Stacks-L's	Director's Office	11th	X	X	XX
Stacks-M's	Instruction Services	12th	X	X	XXX
Stacks-N's	Instruction Services	13th	X	X	XX
Stacks-P's	Public Services	14th	X	X	XX
Maps	Barry	Summer	X	X	X
Circulating Software	Sarah	1st	X	X	XX
Federal Vertical File	Sarah	2nd	X	X	XX
Oklahoma Vertical File	Sarah	3rd	X	X	XX
Thompson Reading Room	Sarah	4th	X	X	XX
Archives	Sarah	5th	X	X	XX

Preparing for the Inventory

- Creating lists
- Exporting
- Formatting reports
- Printing reports

Creating Lists

Creating Lists

Inventory-Stacks HQ-HZ

Store Record Type: ITEM i

Range — Start: i10000008 — Stop: i13206746

	Classic
Classic	
Enhanced	
JSON	

Classic

Term	Operator	Type	Field	Condition	Value A	Value B
1		ITEM	LOC	equal to	stax4	
2	AND	ITEM	ICODE2	not equal to	n	
3	AND	ITEM	IMESSAGE	not equal to	s	
4	AND	BIBLIOGRAPHIC	BCODE3	not equal to	d	
5	AND	ITEM	CALL #	between	hq	i

Sorting Fields

Line	Type	Field
1	ITEM	CALL #

OK

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Exporting

Formatting Reports

	CALL#(ITEM)	VOL	COPY #	TITLE	AUTHOR	BARCODE	STATUS	I TYPE	Yes	No	Notes
1	BF31 .T4	2007	1	Thesaurus of psychological index terms		35142003675716	LIB USE ONLY	Book	X		
2	BF76.7 .P83 2010		2	Publication manual of the American Psychological Association		35142003899258	LIB USE ONLY	Noncirculating	X		
3	E78.I5 U5		1	The final rolls of citizens and freedmen of the five civilized tribes in Indian territory. Prepared by the Commission and commissioner to the five civilized tribes, and approved by the Secretary of the Interior on or prior to March 4, 1907	United States. Commission to the Five Civilized Tribes	35142002646221	LIB USE ONLY	Book	X		
4	E78.I5 U54		1	Index to the final rolls of citizens and freedmen of the Five Civilized tribes in Indian territory [microform] / prepared by the Commission and Commissioner to the Five Civilized Tribes and approved by the Secretary of the Interior on or prior to March 4, 1907	United States. Commission to the Five Civilized Tribes	35142002607710	LIB USE ONLY	Book		X	
5	F192.3 .W33	2014-15	1	Washington information directory		35142003899944	LIB USE ONLY	Noncirculating	X		

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Printing

- Used 8.5x14 paper
- Printed front and back
- Once a section was done, paper was recycled

Steps for Carrying Out Inventory

- Take report to appropriate shelf

- Compare book barcode, call #, and title to report

- Mark report

- Once completed, return report to Technical Services

- Receive new report

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Follow-Up

- Once a section completed, transfer markings from paper to computer.

- Reprint sections to follow-up on

- Repeat steps from previous searches

- Look in other locations for misshelving

- Repeat follow-up as needed

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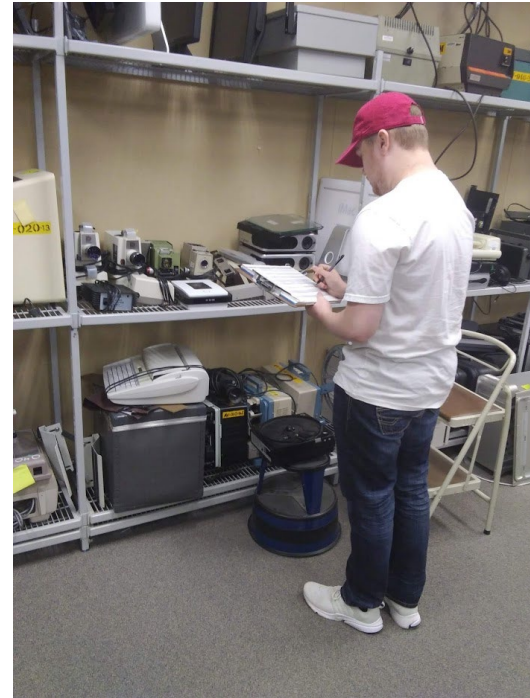
Finishing

- Deadline to finish was December 18th, the day before we left for winter break

- Did finish, but there was a massive push right at the end to manage it

- Even though finished, inventory still wasn't technically done

Wrap Up

- Marking missing

- Fixing the catalog

- Ensuring accurate numbers

What Went Well

- Having specific department assignments
- Having a calendar/plan
- Including a column for periodicals to check electronic holdings
- Allowed student assistants to become more familiar with call #'s

What Would We Change?

- Training
- Reports
- Order of section completion
- Have some sort of celebration or milestone tracker as project goes along
- For periodicals investigate some of the weird things before students start
- Have more clipboards

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Questions?

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