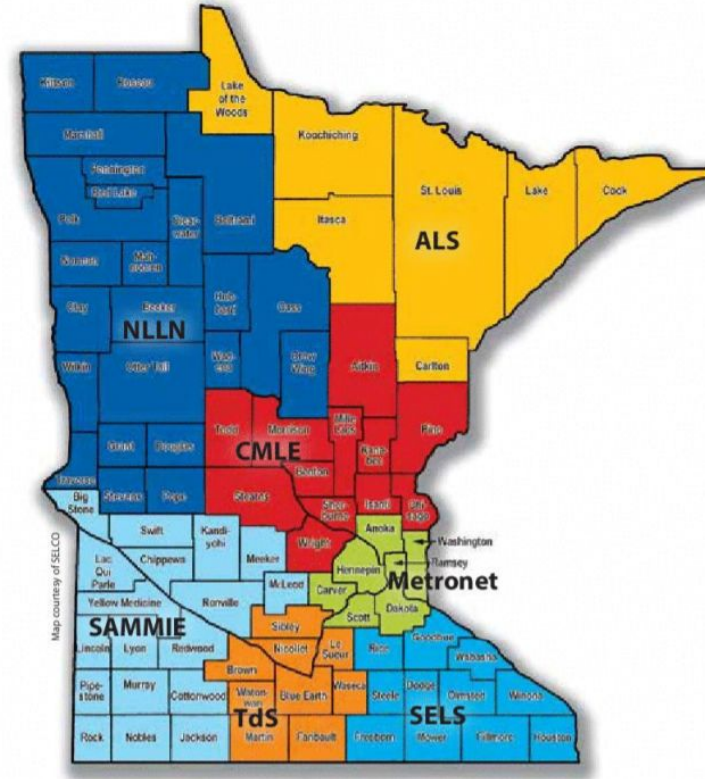# Lost in the Library

Tales of Inventory Adventures
and Lessons Learned!

Mollie Stanford, Regional Librarian, Arrowhead Library System
Chris Magnusson, Automation Librarian, Arrowhead Library System

Arrowhead Library System

- 26 Public Libraries
- 20 School Libraries/Media Centers
- Farthest library - Baudette Public Library 165 miles
- Closest Library - Merritt Elementary School - across the street
- Largest Library Collection - 65,000 items
- Smallest Library Collection- 5,500 items

Who are you?

- Type of Library
  - Public
  - School
  - Academic
- Staffing level
  - less than 5
  - 5 -10
  - 11 or more

- ILS
  - Symphony
  - Horizon
  - Evergreen
  - Polaris
  - Other...
- Collection Size
  - - 10,000 items
  - 10,000 - 50,000
  - + 50,000 items

Process

| Weed | Plan | Inventory | Clean Up |

Weeding

Griffith Elementary has a new librarian who is weeding the collection and it needs it!

These students give a glimpse of some of the outdated materials: books, audio-visual, and reference.

The Big Lots award would give our library a much needed update.

https://www.youtube.com/watch?v=I6uAiCHC7o8 - cute kids!

Weeding

Use your system reports

- What hasn't checked out since x date?
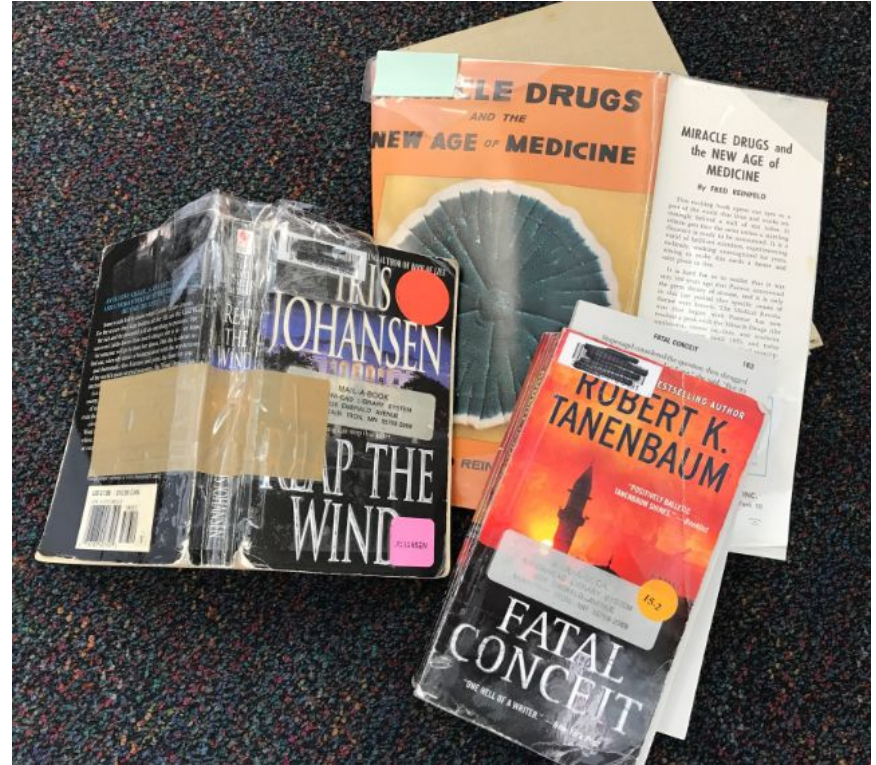- What has checked out less than x times?

Weeding

Visual

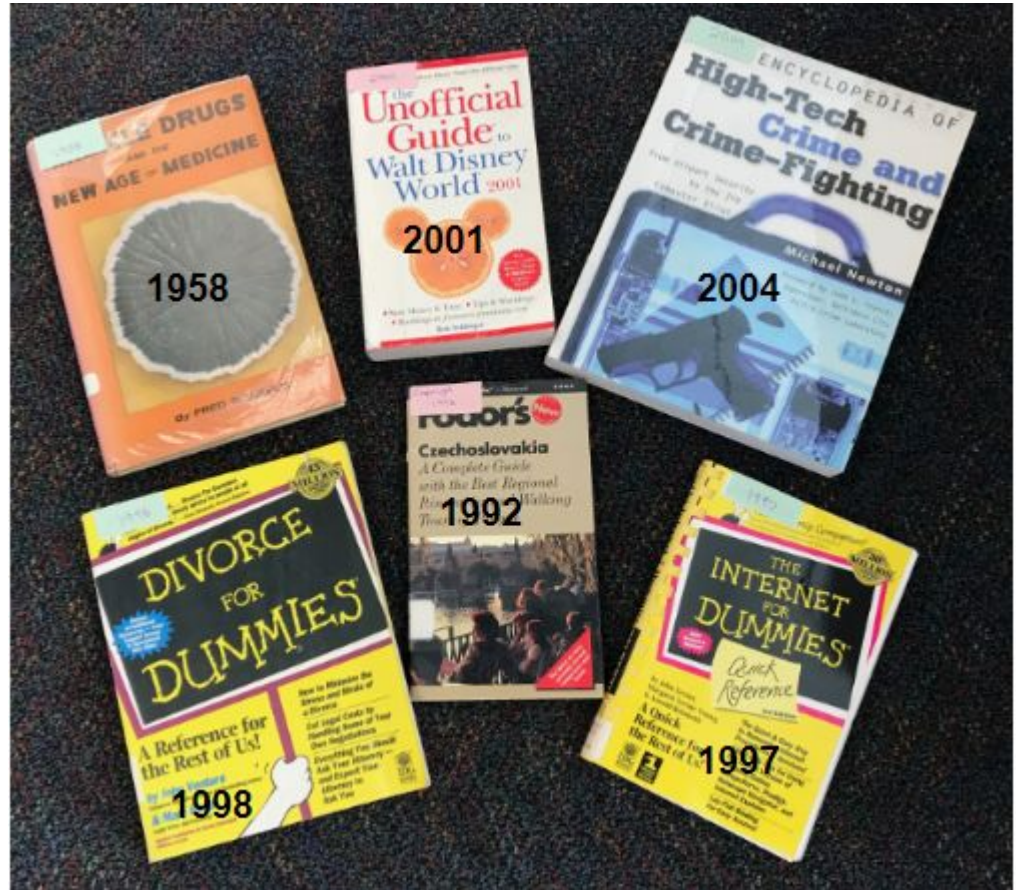- obviously damaged items on shelves
- dated covers

Do judge a book by the cover!

Weeding
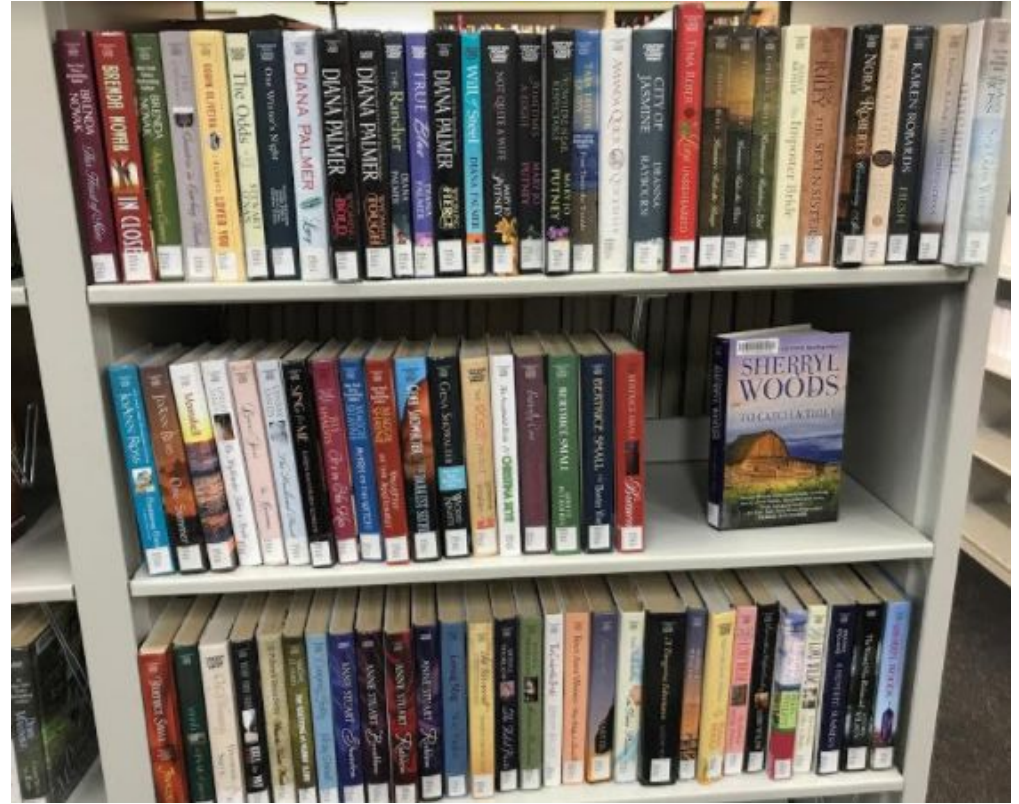
Old, inaccurate
or dangerous info

- medical
- technology
- travel

Weeding

Shelves too full

- Patrons don't see the good
- Patrons don't believe there will be new additions
- Damages the items you do have

Planning the inventory

- What equipment do you have?
- How many staff or volunteers will scan?
- One collection or entire library?
- Close the library or remain open?
- Will you shelf read as you inventory?
- Fix problems now or later?

Sorry WE'RE CLOSED for Inventory

https://twitter.com/UWSurplus

Inventory Kits

Horizon MobileCirc

iPads

Scanners

Label pieces in each kit

WiFi!

Planning the inventory

How long will it take?   It depends!

- 500 per hour for volunteers unfamiliar with scanners
- 1,000 per hour for staff familiar with scanners
- Three scanners and a fixer - 9,000 in a day to 20,000 depending on errors
  - Horizon/MobileCirc - status, collection, location, missing call numbers

Planning the inventory
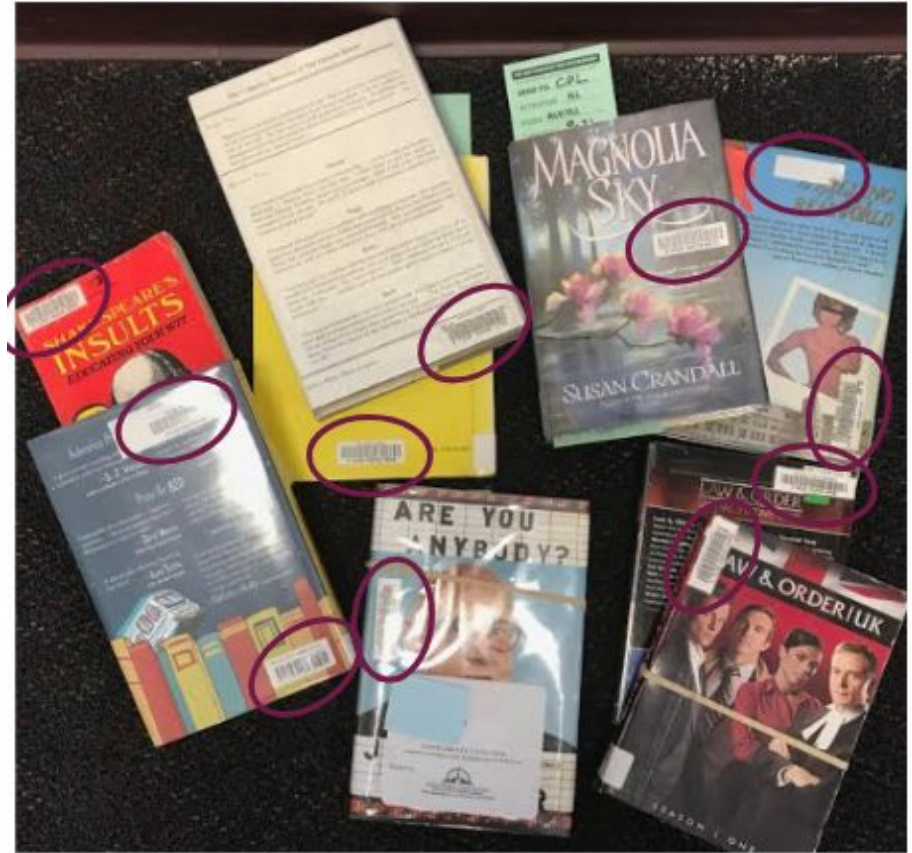
How long will it take?

It depends!

Where are your barcodes?

Are they consistent?

By USP or ISBN codes?
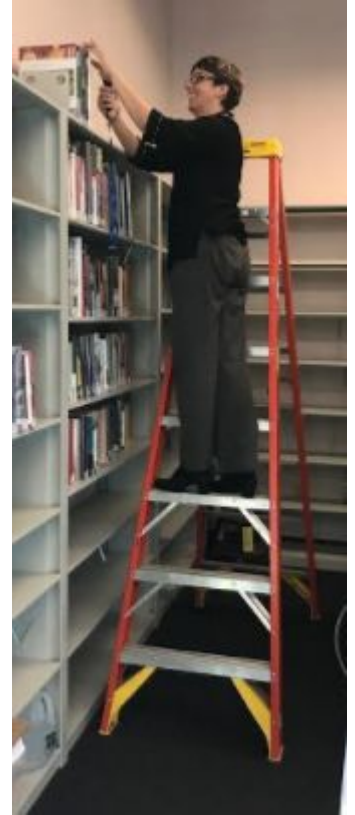
Are you left or right handed?

Planning the inventory

How long will it take?

It depends!

Where are your items?

How full are your shelves?

Holiday storage?

Planning the inventory

How long will it take?

It depends!

How many collections do you have?

Do you shelve collections separately or do you interfile with genre stickers?

Doing the inventory

- Fully charged equipment
- Dress comfortably
- Plan for food and beverages
- Understand the layout of your library
- Separate your workers (beep, beep, buzz)!

Clean Up

- Shelving order
- Errors your system notifies about during inventory
- System generated reports for post inventory clean up
- Missing After Inventory

What we learned about libraries in general

- Signage
- Spine labels/call numbers
- High shelves, low shelves, full shelves
- Well defined collections
- All Fiction together or separated by genre

Lost in the Library

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