Inventory

Two ways to conduct inventory:

- Traditional Inventory
- Online Inventory
Inventory - Preparation

- Check Item Records
- Rebuild Call Number Sort Key
Inventory - Preparation

Check Item Records

- Run the General Retrieval Form (ret-adm-01) to assess items (Circulation module: Services | Items | General Retrieval Form)
Check Item Records

- In the report format field, be sure to select the format that returns the call number type and call number.
Inventory - Preparation

Check Item Records

- In the returned results, look for errors such as no call number or no call number type. These errors should be fixed in the Cataloging module before proceeding.
Inventory - Preparation

Rebuild Call Number Sort Key

- Run the Rebuild Call Number Sort Key (item-06) service to assure all call numbers adhere to their filing routine: Services | Items | Rebuild Call Number Sort Key)
Rebuild Call Number Sort Key

The Rebuild Call Number Sort Key (item-06) service does not provide an output file; it must be monitored via the Batch Log in the Task Manager.
Inventory Definition

Inventory Definition (item-01)

- This service marks the range of items in Aleph that are being inventoried: Services | Items | Inventory Definition (item-01).
Inventory Definition

Inventory Definition (item-01) – Output file

- This service creates an output file that lists the parameters of the range, as well as provides an Shelf Report Number which will be used in future services.

Inventory Definition Report

Form Date: 03/21/2012

Inventory Definition parameters:

Shelf Report Number: 1
From Call Number: D16.8
To Call Number: DS511
Call Number Type: 0
First / Second Call Number: First
Sublibrary: Lake Region State College Lib
Collection: SPEC
The following item Included
Inventory – Scanning/Marking

Online Inventory requires that you have a live connection to Aleph when scanning items.

In the Cataloging module, go to the Inventory Marking box. On the menu bar select Items | Inventory Marking
Errors can be presented as a popup message as scanning is conducted and/or a report at the end of the session. It’s highly recommended to print the report at the end of the session regardless if popups are selected.
Inventory – Scanning/Marking

Scan barcodes into the dialog box provided, beginning with the first barcode in your Inventory Definition, and ending with the last barcode in the definition.
Inventory – Scanning/Marking

If the Receive Popup Message option was selected, a popup box will be displayed anytime an error is encountered.

![Popup Box Image]
Inventory – Scanning/Marking

At the end of the scanning session, a session report will be generated, provided the Print Report at End of Session option was selected.

---

Inventory Marking - Item Errors Report

<table>
<thead>
<tr>
<th>Item Details</th>
<th>Error 1:</th>
<th>Error 2:</th>
<th>Error 3:</th>
<th>Error 4:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Barcode: 33124000303387 Call Number: $$hD16.8$$i.A6</td>
<td>Item is on loan. Loan status: 03/26/12.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item Barcode: 3312401010101</td>
<td>Item is not in the database.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Inventory Summary

Inventory Summary (item-09)

- This service lists the items in the shelf report that were not scanned – i.e. the items that are potentially missing from the shelves: Services | Items | Inventory Marking (item-09).
Inventory Summary

Inventory Summary (item-09) – Output file

- This service creates an output file that lists the items in the shelf report that were not part of the scanned report – missing items.

<table>
<thead>
<tr>
<th>Bib Info</th>
<th>Barcode</th>
<th>Sub Library</th>
<th>Call No</th>
<th>Item Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appleton, Richard B. Seven regions in world history / by Richard B. Appleton. [S.l. : s.n.] 1979 118 p. : maps ; 22 cm.</td>
<td>33124000303551</td>
<td>Lake Region State College Lib</td>
<td>D22 .A6</td>
<td>No loan</td>
</tr>
</tbody>
</table>
Inventory Report

Inventory Report (item-10) **OPTIONAL**

- This service is for informational purposes only, and lists the items within a particular shelf report: Services | Items | Inventory Report (item-10).
Inventory Report

Inventory Report (item-10) – Output file

- This service creates an output file that lists the items within a shelf report, as well as their inventory status (whether or not the item was found).

<table>
<thead>
<tr>
<th>Form Date:</th>
<th>03/21/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>SubLibrary:</td>
<td>LRJ50</td>
</tr>
<tr>
<td>Inventory Number:</td>
<td>3</td>
</tr>
<tr>
<td>Sorted By:</td>
<td>Call Number</td>
</tr>
</tbody>
</table>

### Inventory Report

### List of Items in Inventory

<table>
<thead>
<tr>
<th>Bib Info:</th>
<th>Barcode:</th>
<th>Sub Library:</th>
<th>Call No:</th>
<th>Item Status:</th>
<th>Item Found:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appleton, Richard B.</td>
<td>331240000303262</td>
<td>Lake Region State College Lib</td>
<td>D 16 .8 A6</td>
<td>No loan</td>
<td>Yes</td>
</tr>
<tr>
<td>Appleton, Richard B.</td>
<td>331240000303320</td>
<td>Lake Region State College</td>
<td>D 16 .8 A6</td>
<td>No loan</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Additional Documentation

Additional documentation regarding Inventory, Online Inventory and the File Upload process can be found on the Circulation Training page and the Did You Know page of the ODIN website.

http://www.odin.nodak.edu/?q=node/48

http://www.odin.nodak.edu/dyk