


ALEPH Version 20 Inventory

ODIN
Online Dakota Information Network



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)

General Retrieval Form (ret-adm-01) - LRJ50

Input File:

* Output File:

Retrieve By:

Retrieve By:

Submit

View History

Cancel

Help

Add to History

Online

Inventory - Preparation

Check Item Records

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

Build Batch Report Yes
 No

Report Format

Sort Report By

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.

07/08/2010
general-retrieval-form-03

General Retrieval Form

Sorted By: Call Number

Hol Doc No.	Barcode	Item Status	Sublibrary	Material Type	Collection	Call Number Type	Call Number	Author	Title
005087367	LRJB00479	Ask at Circ Desk	Lake Region State College Lib	Unavailable	Special Collections			Social Welfare Foundation of North Dakota.	The North Dakota journal of human services.
005072786	33124000343623	30 Day Loan	Lake Region State College Lib	Book	Special Collections				Williston State College Self-Study Report
005072003	33124000330505	No loan	Lake Region State College Lib	Book	Special Collections	0	BX4603.D48 S59 1983		100 years :
005079638	33124000052398	30 Day Loan	Lake Region State College Lib	Book	Special Collections	0	BX8076.D48 C46 1987		Centennial history of St. Olaf Lutheran Church, Devils Lake, North Dakota :
005073763	33124000358506	30 Day Loan	Lake Region State College Lib	Book	Special Collections	0	BX8076.D48 Z48		Zion Lutheran Church, Churchs Ferry, North Dakota :

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)

Rebuilding Call Number Sort Key (item-06) - LRJ50

Runtime: Today

At: O'clock:

Library: LRJ50

Submit

View History

Cancel

Help

Add to History

Inventory - Preparation

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.

Batch Log

Library: LRJ50 Type: All Status: All
Print ID: All Date From: 06/08/2010 Date To: 07/08/2010

Proc name	Library	Start time	End time	Parameters	Status	Log file	Job type	User	Process-id
p_item_06	LRJ50	07/08/10 02:16 PM	07/08/10 02:17 PM	LRJ50,	Success	/exlibris/aleph/u20_3/alephe/scratch/lrj50_p_item_06.05028	ITEMS	LINDALLBEE	16857
p_ret_adm_01	LRJ50	07/08/10 10:59 AM	07/08/10 11:14 AM	LRJ50,,lrj_retadm01_gen,COLLE,GEN,,,,,,,,,,,,,Y,03,CALL_NIIMBFR.	Success	/exlibris/aleph/u20_3/alephe/scratch/lrj50_p_ret_adm_01.05027	ITEMS	LINDALLBEE	7718

Sort By: Date/Time Descending

Service Form
View Printouts
Refresh

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 (item-01) - LRJ50

Output File	<input type="text" value="rj_item01_spec_d"/>	<input type="button" value="Submit"/>
From Call Number	<input type="text" value="D16.8"/>	<input type="button" value="View History"/>
To Call Number	<input type="text" value="D5511"/>	<input type="button" value="Cancel"/>
Call Number Type	<input type="text" value="LC Classification"/>	<input type="button" value="Help"/>
First/Second Call Number	<input type="text" value="First Call No."/>	<input type="checkbox"/> Add to History
Sublibrary	<input type="text" value="Lake Region State College Lib"/>	
Collection	<input type="text" value="SPEC"/>	
Item Status	<input checked="" type="radio"/> Include the following item statuses	
	<input type="radio"/> Exclude the following item statuses	

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

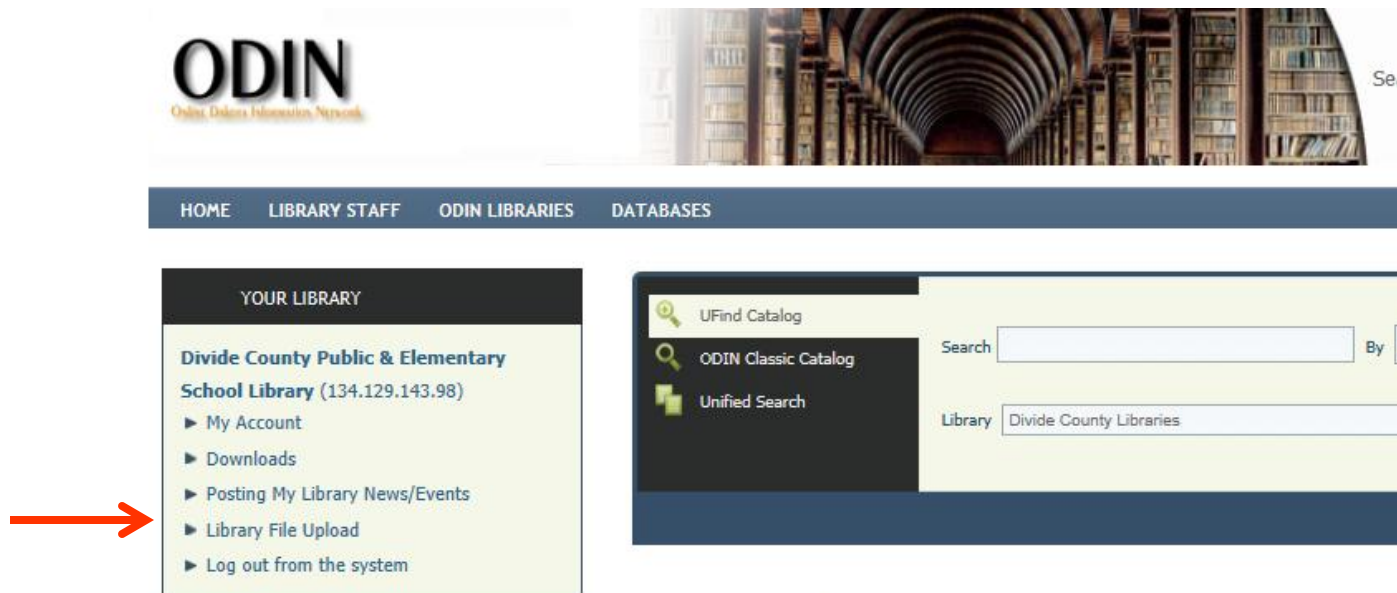
Collection: SPEC

The following item
included

Inventory - Scanning

Scan the collection making sure to stay in the parameters of the Inventory Definition. Barcodes can be scanned in any manner that produces a file with one barcode per line. The file size cannot exceed 20mb.

Transfer the file to the server using the Library File Upload option on the ODIN website.



The screenshot displays the ODIN website interface. At the top left is the ODIN logo with the tagline "Online, Online Information Network". To the right is a banner image of a library aisle with the text "Search" partially visible. Below the banner is a navigation bar with links: HOME, LIBRARY STAFF, ODIN LIBRARIES, and DATABASES. The main content area is divided into two sections. On the left, under the heading "YOUR LIBRARY", there is a list of options for "Divide County Public & Elementary School Library (134.129.143.98)": My Account, Downloads, Posting My Library News/Events, Library File Upload, and Log out from the system. A red arrow points to the "Library File Upload" option. On the right, there is a search interface with three options: UFind Catalog, ODIN Classic Catalog, and Unified Search. It includes a search input field, a "By" dropdown, and a "Library" dropdown set to "Divide County Libraries".

Inventory - Scanning

Browse to the file of barcodes, and click 'Submit' to upload the file to the server.

YOUR LIBRARY

Divide County Public & Elementary School Library (134.129.143.98)

- ▶ My Account
- ▶ Downloads
- ▶ Posting My Library News/Events
- ▶ Library File Upload
- ▶ Log out from the system

MY FAVORITES

ADD TO MY FAVORITES

- ▶ Directory of ODIN Libraries [remove]

ODIN NEWS & EVENTS

▶ ebrary's H1N1 Information Center has been added

Library File Upload

This interface allows users to upload files (.txt, .mrc, .csv...) to the server for use in various Aleph services. 'Browse' and add up to five files at a time, then click 'Submit' to transfer the file(s) to the server. After uploading, the service Move a File into an Input Directory (cust-90) must be run in order to transfer the file to the appropriate location on the server so it is available for the service to be run.

IMPORTANT: make note of your file name(s) as it will be needed to run the cust-90 service!

File to Upload: *

Additional File to Upload:

Additional File to Upload:

Additional File to Upload:

Additional File to Upload:

 File Upload Process (2_22_12).doc

325.5 KB

Inventory - Scanning

Once the file is moved to the server, run the Move File to an Input Directory (cust-90) service to move the barcode file to the appropriate server directory so it can be utilized in further inventory services: Services | Odin Custom Move Files | Move File to an Input Directory (cust-90).

Move file to an input directory (cust-90) Must run in your XXX50 library - LRJ50

* File name to move:

Where do you want to move the file?

- Move Uploaded file to the ADM edi/in/edi_incoming directory
- Move Uploaded file to the alephe/scratch directory
- Move Uploaded file to the ADM scratch directory
- Move Uploaded file to the ODN01 scratch directory
- Move a file from the alephe/scratch directory to the ADM scratch directory
- Move a file from the alephe/scratch directory to the ODN01 scratch directory

Submit

View History

Cancel

Help

Add to History

Online

Inventory - Scanning

The Move File to an Input Directory (cust-90) service does not provide an output file; it must be monitored via the Batch Log in the Task Manager.

Batch Log

Library: LRJ50 Type: All Status: All
Print ID: All Date From: 02/20/2012 Date To: 03/21/2012

Proc name	Library	Start time	End time	Parameter	Status	Log file	Job type	User	Process-id
p_custom_90	LRJ50	03/21/12 10:16 AM	03/21/12 10:16 AM	LRJ50,lrj_inventory_pec_d,IDS,	Success	/exlibris/aleph/u20_3/alephe/scratch/lrj50_p_custom_90.04571	CUSTOM	LRJSTAFF1	23215

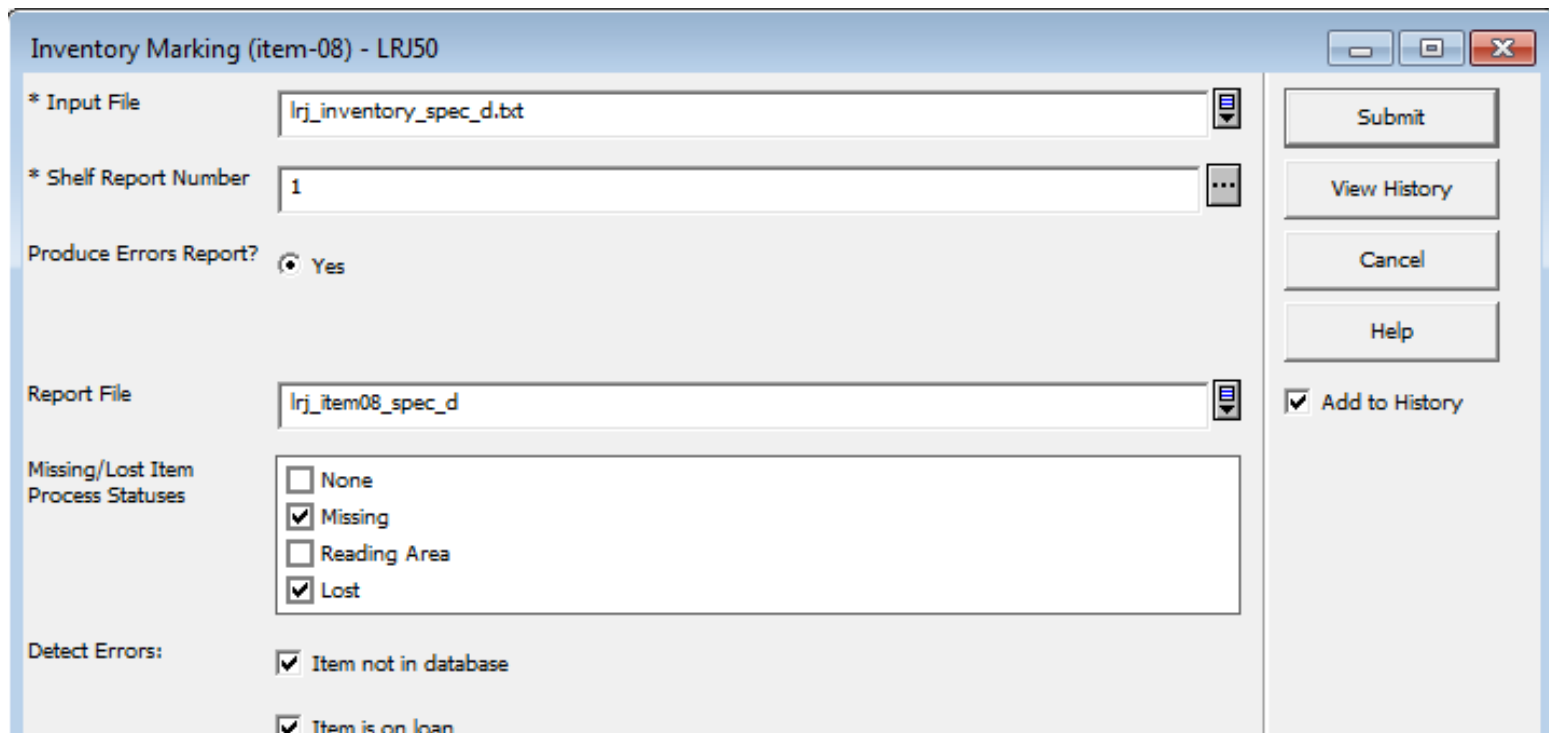
Sort By: Date/Time Descending

Service Form
View Printouts
Refresh

Inventory Marking

Inventory Marking (item-08)

- This service compares the scanned barcode file with the range of items determined in the shelf report: Services | Items | Inventory Marking (item-08).



Inventory Marking (item-08) - LRJ50

* Input File: lrj_inventory_spec_d.txt

* Shelf Report Number: 1

Produce Errors Report? Yes

Report File: lrj_item08_spec_d

Missing/Lost Item Process Statuses:

- None
- Missing
- Reading Area
- Lost

Detect Errors:

- Item not in database
- Item is on loan

Buttons: Submit, View History, Cancel, Help

Add to History

Inventory Marking

Inventory Marking (item-08) – Output file

- This service creates an output file that lists detected errors such as items not in Aleph, items on load, items declared lost or missing and incorrectly shelved items.

Inventory Marking - Item Errors Report

Form Date: 03/21/2012
Inventory Number: 1

The following items have errors:

Item Details:	Error 1:	Error 2:	Error 3:	Error 4:
Item Barcode: 33124000303262 Call Number: \$\$hD16.8\$\$i.A6	Item should be placed before (Barcode: 33124000303437 Call Number: \$\$hD22\$\$i.A6).			
Item Barcode: 33124000303320 Call Number: \$\$hD16.8\$\$i.A6	Item should be placed before (Barcode: 33124000303437 Call Number: \$\$hD22\$\$i.A6).			
Item Barcode: 33124000303387 Call Number: \$\$hD16.8\$\$i.A6	Item is on loan. Loan status: 03/26/12.			

Inventory Summary

Inventory Summary (item-09)

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

The screenshot shows a web application window titled "Inventory Summary (item-09) - LRJ50". The interface includes several input fields and a list of checkboxes for processing statuses. On the right side, there are four buttons: "Submit", "View History", "Cancel", and "Help". Below the buttons is a checked checkbox labeled "Add to History".

Inventory Summary (item-09) - LRJ50

* Shelf Report Number: 1

* Report File: lrj_item09_spec_d

Barcodes Output File (not found items):

Missing/Lost Item Process Statuses:

- Not in process
- Missing
- Reading Area
- Lost

Update Database? Yes

Add to History

Buttons: Submit, View History, Cancel, Help

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.

Inventory Summary Report

LRJ50

Form Date: 03/21/2012
Sublibrary: LRJ50
Inventory Number: 3
Sorted By: Call Number

Total Number of Items in
inventory: 10
Number of Items Found: 9
Number of Items Not
Found: 1

List of Items that were NOT found

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

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 (item-10) - LRJ50

* Shelf Report Number: 1

* Report File: lrj_item10_spec_d

Sort Report By: Call Number

Report Format: 00

Submit

View History

Cancel

Help

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).

Inventory Report

Form Date: 03/21/2012
SubLibrary: LRJ50
Inventory Number: 3
Sorted By: Call Number

List of Items in Inventory

Bib Info:	Barcode:	Sub Library:	Call No:	Item Status:	Item Found:
Appleton, Richard B. The crisis of our time : a synthetic metahistory / Richard B. Appleton. New York : Carlton, 1977. 77 p. ; 21 cm.	33124000303262	Lake Region State College Lib	D16.8 .A6	No loan	Yes
Appleton, Richard B. The crisis of our time : a synthetic metahistory / Richard B. Appleton.	33124000303320	Lake Region State College	D16.8 .A6	No loan	Yes



Additional Documentation

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

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

<http://www.odin.nodak.edu/node/52>

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