

Mini Shelflists for Inventory

This is an alternative way to do an inventory if you'd rather not take a laptop to the stacks, and it works well if your call numbers are fairly consistent.

1. Double click on Item Report
2. Choose, for example:

Collection = plf

And

Call Number > F A*

And

Call Number < F B*

3. Click Search.
4. The above would result in a list of the Plattsburgh fiction collection with call numbers in between F A and F B (basically all the A's). When the list appears, click Display, and choose to display the call number, barcode, title, item status and author.
5. Click Sort, and choose to sort by call number, author and title.
6. Print the list, and take to the stacks to check off all that are found. Some that are missing or trace or lost might be found, and can be checked in. Others that appear to be checked in will be missing, and can either be marked trace or missing inventory (mi), or withdrawn.

Try to do only as much as can be done in a single session. Create a new list each time, since rotating books may have been added back in and books may have been checked out.