INVENTORY CONTROL PROJECT REPORT
May 2001-September 2006

The ASU Library undertook an Inventory Control Project that began in May 2001 and ended in September 2006. Procedures and forms were created after a series of meetings during spring 2001. After the project occurred, a follow-up meeting took place in August 2002 to review and revise procedures. Special Collections, Reference, Curriculum, and Circulation received a series of shelf-list print-outs generated by the Library Automation Systems Office (LASO). The shelf-list print-outs listed the titles shelved on each floor by Library of Congress call number. A Periodicals inventory was undertaken in early 2004 which verified the bound volumes and titles. These results were given to Cataloging for revision. Members of these departments checked their respective areas and marked up their print-outs.

Circulation Department

The shelf-list print-outs were used by Circulation staff to match the barcode number, call number, and title of the item on the shelves within Main Stax. As mentioned earlier, staff in Health Reference, Curriculum, Reference, and Special Collections used their own shelf-list print-outs to match the print-out information with actual shelf holdings. If an item was not found, "NOS" (not on shelf) was written on the print-out by the respective item. If an item was found but the call number and/or barcode number were incorrect, the items were given to Cataloging to correct. If an item was not found on the print-out but found on the shelf, the item was also removed and given to Cataloging to add/verify/correct in the system. When items were given, the respective print-out section was also provided. One exception concerned damaged books. If an item's actual classification and print-out description matched but was damaged (mold, pages falling out, spine damage were common situations), the item was given to the Collection Development Librarian for review along with a specified form. The Collection Development Librarian would review the item, and if decided to discard, gave it to Cataloging Department to remove from the system and would investigate possibilities to order a replacement or order a similar, but more current, title.

As a result of the Inventory Control Project, Library staff members were assigned shelves to review on a periodic basis. This review, combined with reviews by relevant departments, ensures that materials are in correct call number order. Most of the staff-conducted reviews occur during interim periods in order to have the shelves ready before classes begin. The relevant departments, however, review the shelves as part of their assigned tasks.

Cataloging Department

Based on the materials and print-outs provided by respective departments, members of the Cataloging Department would make changes to the item's record. The only items they would not change would relate to "NOS" items. When a section of shelf-list print-out was complete, the section would then be given to Collection Development. As a result of the Inventory Control Project, two major projects were completed. The first was the standardized classification of materials held in Curriculum. The second was the creation of item records for books shelved in Reference and Special Collections. As these items could

not be checked out, there was no need for item records. However, the need for better security and maintenance required the need for item records, so that all library items can be better secured.

Date	Number of Bib Records Added	Number of Bib Records Suppressed/ Deleted	Number of Item Records Deleted	Number of Bar Codes Added	Number of Bar Codes Corrected	Number of Call Numbers Corrected	Location corrected
June 2004	3	1	3	6	7	89	0
July 2004	30	30	6	73	7	91	12
Aug. 2004	36	0	23	235	0	127	28
Sept. 2004	38	0	59	314	0	201	21
Oct. 2004	68	6	110	622	1	137	18
Nov. 2004	34	1	40	353	0	72	16
Dec. 2004	16	12	22	266	0	43	41
TOTAL 2004	**225**	**50**	**263**	**1869**	**15**	**760**	**136**
Feb. 2005	16	80	107	161	0	10	5
Mar. 2005	11	67	23	298	1	32	11
Apr. 2005	19	2	22	84	0	123	11
May 2005	172	14	140	2432	0	341	39
June 2005	95	9	85	1286	0	320	10
July 2005	114	7	127	982	4	121	36
Aug. 2005	67	158	147	579	0	199	5
Sept. 2005	35	350	86	2008	0	60	0
Oct. 2005	27	4	8	1153	0	125	0
Nov. 2005	5	2	5	292	0	6	4
Dec. 2005	0	2	3	418	0	3	0
TOTAL 2005	**561**	**695**	**753**	**9693**	**5**	**1340**	**121**
Jan. 2006	3	32	52	1257	0	43	0
Feb. 2006	3	2	4	1650	0	36	2
TOTAL 2006	**6**	**34**	**56**	**2907**	**0**	**79**	**2**

Collection Development Department

Once the shelf-list print-outs were checked by the Circulation Department and changes made by the Cataloging Department, the print-outs were then given to the Collection Development Department. Collection Development staff would go through the print-outs and fill in search slips for items that were not found. Shelf-reading was conducted to locate each item twice. If the item was found, the Collection Development Librarian verified it and no changes were made in the cataloging record. If the item was not found, the Collection Development Librarian verified it and the slip was given to Cataloging to delete the record. Attempts were made to secure direct replacements, but as time went on and orders were held, it became easier to replace with more current materials that were similar to the same subject. As of now, there are many search slips that have been checked and items removed, but more current substitutes or direct replacements remain to be completed.

Date	Number of Books Evaluated	Number of Replacements Ordered	Number of More current Titles Ordered	Number of Books Weeded	Number of Books Reclassified	Number of Books Found on Shelf
June 2002	276	3	0	168	105	0
Aug. 2002	2	2	0	0	0	0
Jan. 2004	81	54	0	27	0	0
Feb. 2004	19	10	0	7	0	2
Mar. 2004	57	31	0	22	0	4
Apr. 2004	5	0	0	2	0	3
May 2004	20	5	0	15	0	0
June 2004	120	51	0	49	0	20
July 2004	15	0	0	15	0	0
Sept.-Dec. 2004	274	8	0	171	3	92
TOTAL 2004 (incl. 2002)	**866**	**164 (18.9%)**	**0**	**476 (55.0%)**	**105 (12.1%)**	**121 (14.0%)**
Jan. –Feb. 2005	321	188	0	42	0	91
Mar. 2005	121	31	0	40	4	46
Apr. 2005	129	48	0	66	1	14
May 2005	164	27	0	58	6	73
June 2005	382	168	0	135	6	73
July 2005	781	129	0	140	24	488
Aug. 2005	593	240	0	193	2	158
Sept.-Oct. 2005	889	75	244	180	2	632
Nov. 2005	171	31	93	87	0	53
Dec. 2005	222	63	81	77	0	82
TOTAL 2005	**3,773**	**1000 (26.5%)**	**418**	**1018 (27.0%)**	**45 (1.2%)**	**1710 (45.3%)**
Jan. 2006	759	86	287	229	3	441
Feb. 2006	262	15	59	52	8	187
Mar. 2006	235	20	110	93	0	122
Apr. 2006	547	39	257	228	10	270
May 2006	42	5	42	34	0	3
June 2006	361	4	29	21	0	336
July 2006	135	12	90	58	0	65
Aug.-Sept. 2006	2206	0	0	1619	0	587
TOTAL 2006	**4,547**	**181 (4.0%)**	**874**	**2334 (51.3%)**	**21 (.5%)**	**2011(44.2%)**
Grand Total	**9,186**	**1345 (14.6%)**	**1292**	**3828 (41.7%)**	**171 (1.9%)**	**3842 (41.8%)**

As of September 30, 2006, there were 290,384 books in the Library collections. As 3,828 records were removed, this represents a loss of 1.3% from total holdings. An almost similar amount (3,842) consisted of titles that were not found during Circulation Department check but later found during Collection Development Department searching. This has reduced the loss rate to the 1.3% that occurred. As mentioned earlier, decisions for direct replacement or substitution are still being made by the Collection Development Department.

Date	Number of Books Evaluated	Number of Replacements Ordered	Number of More current Titles Ordered	Number of Books Weeded	Number of Books Reclassified	Number of Books Found on Shelf
Nov. 2007	111	10	56	0	5	40
Dec. 2007	6	0	2	4	0	0
TOTAL 2007	**117**	**10 (8.5%)**	**58 (49.6%)**	**4 (3.4%)**	**5 (4.3%)**	**40 (34.2%)**

With the 1.3% loss rate, the Library is very confident that its materials are well-maintained. Nevertheless, proactive steps have been taken by the Library. The first has been the creation of items records for all library materials. The second has been the review of enhanced security systems and methods to prevent potential loss as well as to read and match items easier. The new security system's installation is to coincide with the construction of the new Library Wings. With these enhancements, we hope to have an on-going, less time-consuming Inventory Control Project in future years.