

Utah Tech University Library Internal Guidelines & Procedures

Inventory

- 1.1. The inventory of library materials will occur annually and involves five separate activities which will produce the following reports:
 - 1.1.1. General Collections Inventory Report
 - 1.1.2. Course Reserve Inventory Report
 - 1.1.3. Special Collections Inventory Report
 - 1.1.4. Missing Items Report
 - 1.1.5. Lost Items Report
 - 1.2. All inventory reports will be forwarded to the UT Business Office no later than September 1 of each year.
2. General Collections Inventory Report
- 2.1. Annually, all general collections will be selected for an item by item inventory.
 - 2.2. A shelf list will be generated and library staff will verify the presence or absence of each item.
 - 2.3. A report will be generated showing the results of the inventory, including:
 - 2.3.1. Number of items absent and not accounted for in each collection
 - 2.3.2. A title by title listing of items absent and not accounted for in each collection
 - 2.3.3. The percentage of items absent and not accounted for in each collection.
 - 2.4. All items absent and not accounted for will be checked out to Missing after the General Collections Inventory is complete.
3. Course Reserve Inventory Report
- 3.1. Annually, all of the Course Reserve collection will be selected for an item by item inventory.
 - 3.2. A shelf list will be generated and the library staff in charge of Course Reserve will verify the presence or absence of each item.

- 3.3. A report will be generated showing the results of the inventory, including:
 - 3.3.1. Number of items absent and not accounted for in the Course Reserve collection
 - 3.3.2. A title by title listing of items absent and not accounted for in the Course Reserve collection
 - 3.3.3. The percentage of items absent and not accounted for in the Course Reserve collection.
- 3.4. All items absent and not accounted for will be checked out to Missing after the Course Reserve Inventory is complete.

4. Special Collections Inventory Report

- 4.1. Annually, all of Special Collections will be selected for an item by item inventory.
- 4.2. A shelf list will be generated and the library staff in charge of Special Collections will verify the presence or absence of each item.
- 4.3. A report will be generated showing the results of the inventory, including:
 - 4.3.1. Number of items absent and not accounted for in Special Collections
 - 4.3.2. A title by title listing of items absent and not accounted for in Special Collections
 - 4.3.3. The percentage of items absent and not accounted for in Special Collections.
- 4.4. All items absent and not accounted for will be checked out to Missing after the Special Collections Inventory is complete.

5. Missing Items Inventory Report

- 5.1. Annually, library staff will generate a list of items not located on the shelf when requested by a library patron and then identified as Missing in the Integrated Library System computer database. Reasons for being Missing include results of previous year's inventory, or because the items are identified as Missing – Presumed Stolen during the year. These items are already known to be Missing at the time of the General Collections Inventory.
- 5.2. Library Circulation staff will attempt to locate these items at least three (3) separate times.
- 5.3. Items not found after 12 months (36 for Special Collections) on the Missing List will be declared Lost.

- 5.4. A report will be generated showing the results of the annual tracing activities, including:
 - 5.4.1. The number of items still Missing at the time of the annual inventory in each general collection
 - 5.4.2. A title by title listing of items still Missing at the time of the annual inventory in each general collection
 - 5.4.3. The percentage of items still Missing at the time of the annual inventory in each general collection.

6. Lost Inventory Report

- 6.1. Annually, library staff will generate a list of items identified as Lost in the ILS. Reasons for being Lost include results of previous year's inventory, or items checked out to patrons and not returned. These items are already known to be Lost at the time of the General Collections Inventory.
- 6.2. Library Circulation staff will attempt to locate these items at least three (3) separate times.
- 6.3. A report will be generated showing the results of the annual tracing activities, including:
 - 6.3.1. The number of items still Lost at the time of the annual inventory
 - 6.3.2. A title by title listing of items still Lost at the time of the annual inventory
 - 6.3.3. The percentage of items still Lost at the time of the annual inventory in each general collection.
- 6.4. Items not found on the Lost List after the completion of the annual General Collections Inventory will be immediately processed for review by subject liaisons librarians for possible replacements and discarding according to collection guidelines.

Guidelines Owner: Dean, Library & Open Learning Services

Guidelines Steward: Head of Technical Services

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