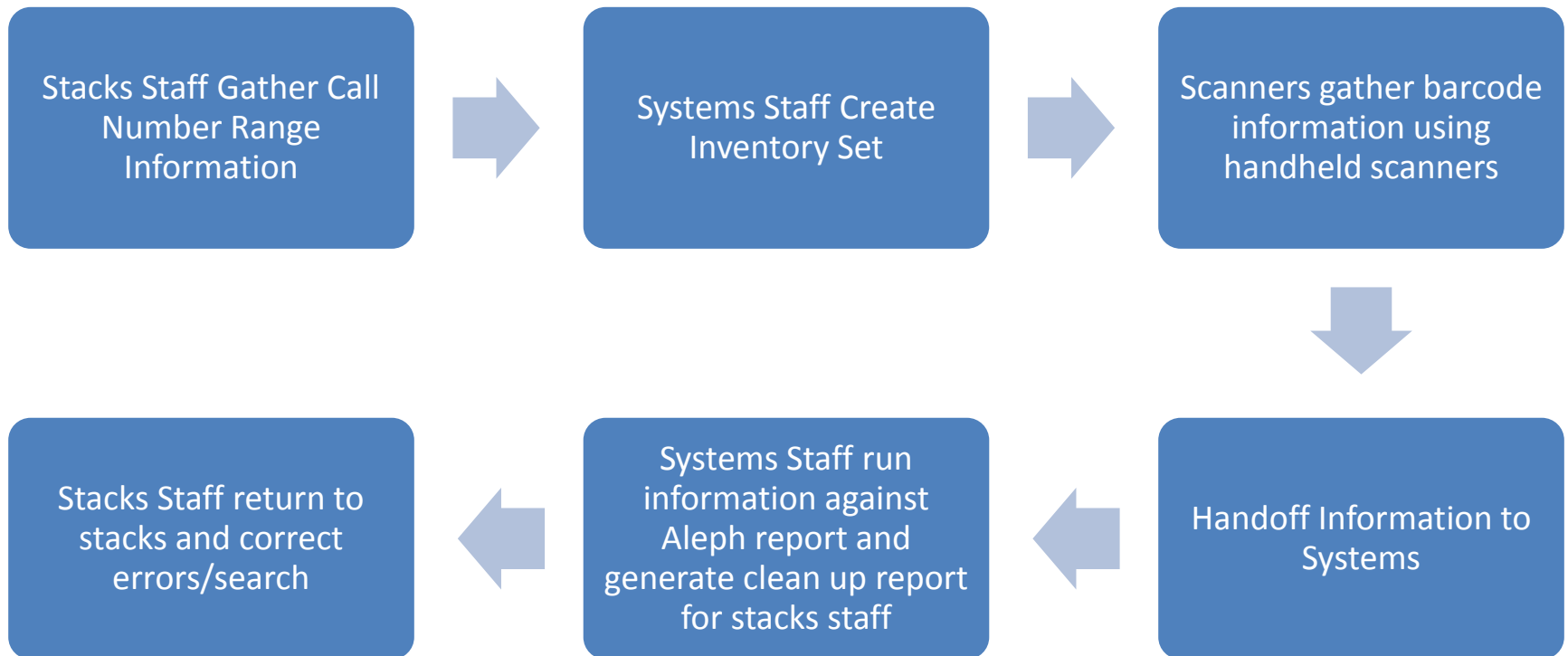


# Uncovering History: A Large Scale Inventory Project

Jackie Gulbranson  
October 29, 2013

- Aleph Inventory Tool Process Options
- 2010-2012
- Large Project: 2012-2013
- Data
- Lessons Learned
- Questions from You

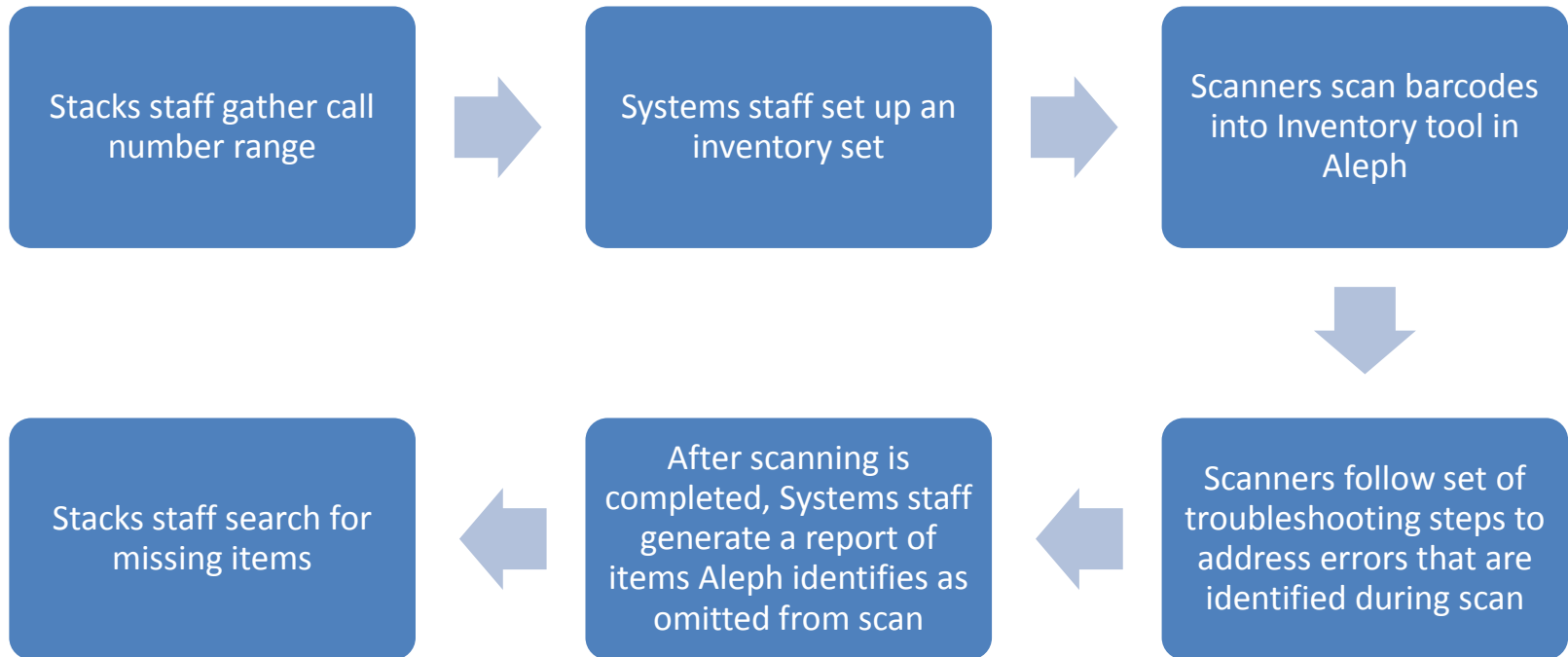
# Option 1: Handheld Scanner



# Option 1: Handheld Scanner

- +Scanners are small/portable
- +Scan rate is fast
- +Training is fairly easy
- Inefficient workflow (passing data back and forth, having to return to stacks)
- Limited room in scanners for data

# Option 2: Laptops



# Option 2: Laptops

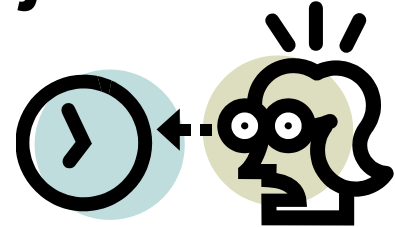
- +Address and correct some errors on the spot
- +Clean Up conducted in more timely manner
- More training needed for more complex process
- Wifi needed
- Needed staging space for clean up
- Equipment Cost

# Background

- 2010-2012: Targeted Inventory incorporated into our weekly stack maintenance
- 100,000 items scanned
- 3,700 corrections
- 83% of the errors identified were on the record level



# Timing of the Project



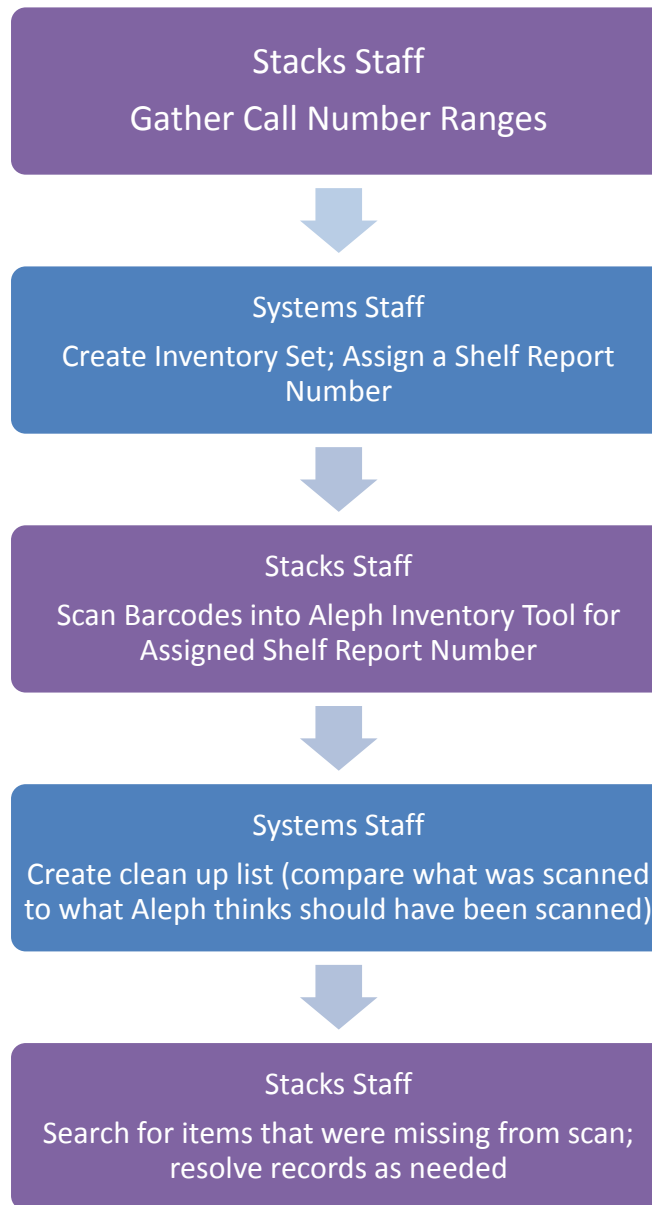
- Alma Transition
- Unknown status of an Inventory Tool in Alma
- Wanted to try to get our records in great shape before the migration



# July 2012

- 10 laptops
- 10 USB Scanners
- Hired student workers

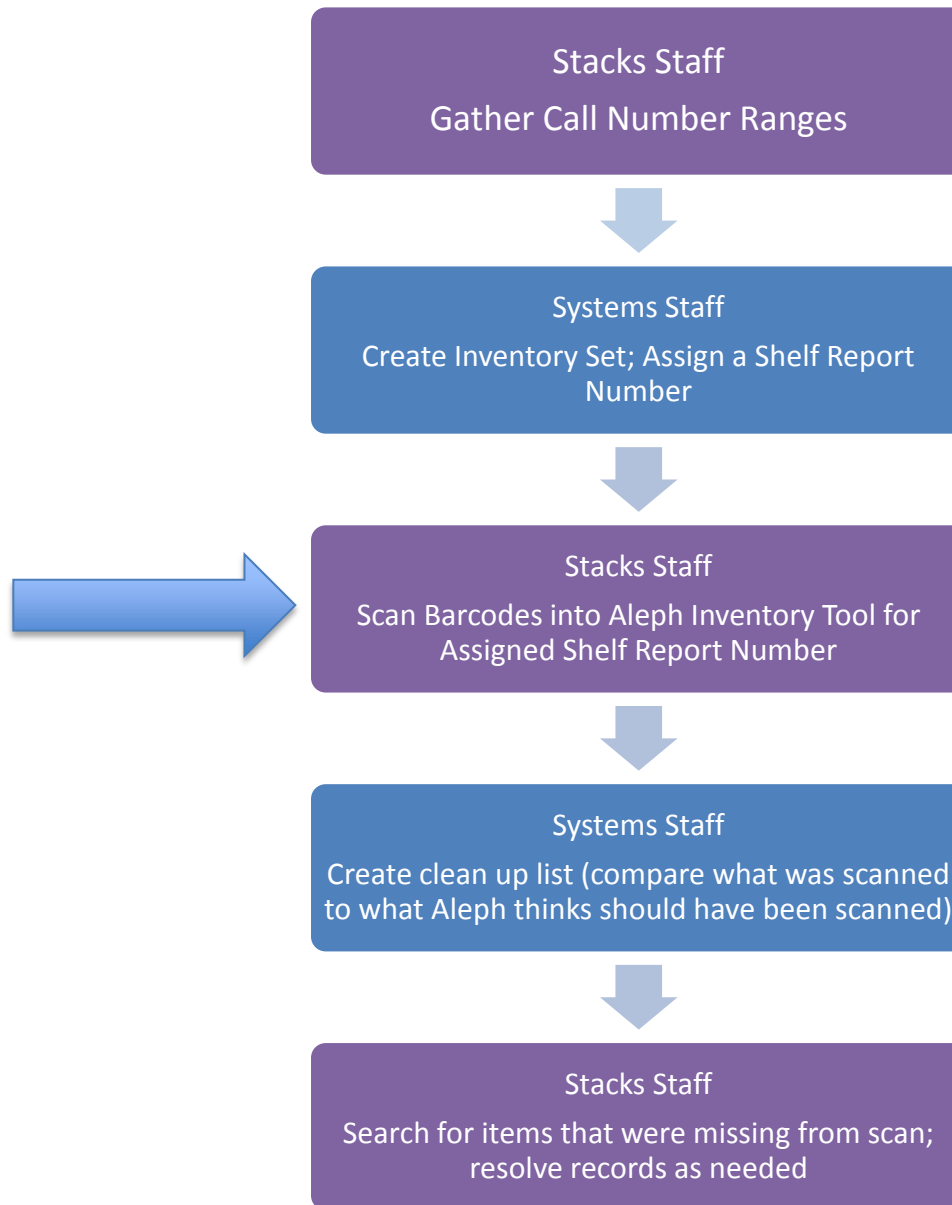




STACKS STAFF

SYSTEMS STAFF

	B	C	D	E	F	G	H	I
	LOCATION	COLLECTION	START CALL #	START BARCODE	END CALL #	END BARCODE	SRN	SRN Stat
1	Magrath	gen	AC1 .J39 1968	31951000040303Z	G155 .S57 I54 1996	31951D014587538	SRN-564 (2396 items)	COMPLET
2	Magrath	gen	G 155 .S57 T687 2009	31951D02776379B	GT1127 .B43 1989	31951D01458879M	SRN-565 (2498 items)	COMPLET
3	Magrath	gen	GT1127 .C63 1994	31951D01458883V	HC79 .E5 E57274 2001	31951D020186865	SRN-566 (2380 items)	COMPLET
4	Magrath	gen	HC 79 .E5 E573 1983	31951000010399E	HD87 .P63 1993	31951P00209435L	SRN-567 (2277 items)	COMPLET
5	Magrath	gen	HD 87 .P633 1998	31951D01542270L	HD 2072 .S76 1985	31951000333341X	SRN-568 (2338 items)	COMPLET
6	Magrath	gen	HD 2072 .S763 2004 v.2	31951D02276472K	HD 9056 .A2 I53 1981	31951000108292R	SRN-569 (2328 items)	COMPLET
7	Magrath	gen	HD9056 .U45 B78 1995	31951D012676050	HF 5549 .R262	31951P00125197Q	SRN-570 (2451 items)	COMPLET
8	Magrath	gen	HF 5549 .R63 2002	31951P00668826J	HJ 275 .E56 1999	31951D01851000S	SRN-571 (1976 items)	COMPLET
9	Magrath	gen	HJ275 .H68 1994	31951D012678002	HQ10 .T67 1976	319510001680806	SRN-572 (1280 items)	COMPLET
10	Magrath	gen	HQ 10 .T92	31951000228878E	HQ 789 .A67 2010	31951D030802205Y	SRN-573 (2690 items)	COMPLET
11	Magrath	Gen	HV690.U6 R36 2006	31951D02508405A	N70.A693 1969	31951000047028W		COMPLET
12								



ALEPH Cataloging - Version 20.01E Library: UMN01 - U of M Bib v20 (UMN01) Server: umnlib.oit.umn.edu:6991 (20.01)

ALEPH View Cataloging **Items** Edit Actions Edit Text Record Manager Remote \*Services Help ?

Barcode

[1] Functional [2] Functional

[L] **Items List**

- [A] All Items Hist
- [I] **Item**
  - [H] History
  - [Z] Circulation Lc
  - [S] Circ Summar
- [O] **Objects List**
- [J] **Object**
- [B] **Bibliographic I**
- [T] **Trigger List**

Print Item Labels

Item Process Status

Delete Item Defaults

Delete Object Defaults

Clear Item

**Inventory Marking**

Edit BIB Record

Edit Items Set Offline

Sublibrary Description

**Inventory Marking Parameters**

Shelf Report Number

SRN-590

Select Lost/Missing Process Statuses

- Held For User
- New Book Shelf
- Fragile
- Missing (Circ only)
- Missing: In-transit (Circ use only)
- Missing: Final (Circ use only)
- Received by ILL

Receive Popup Message

Print Report at End of Session

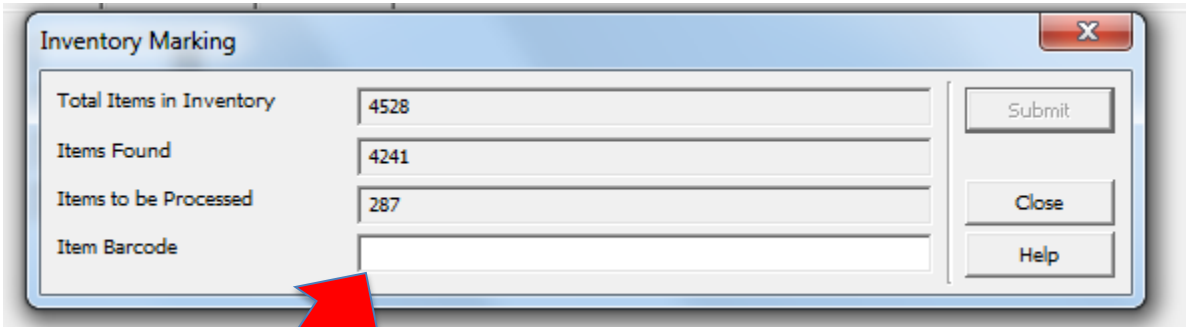
Error Types to Include

- Item is on Loan
- Item is not in place
- Item is Lost or Missing
- Item is not in the Database

OK

Cancel

Help



The 'Inventory Marking' dialog box contains the following fields and buttons:

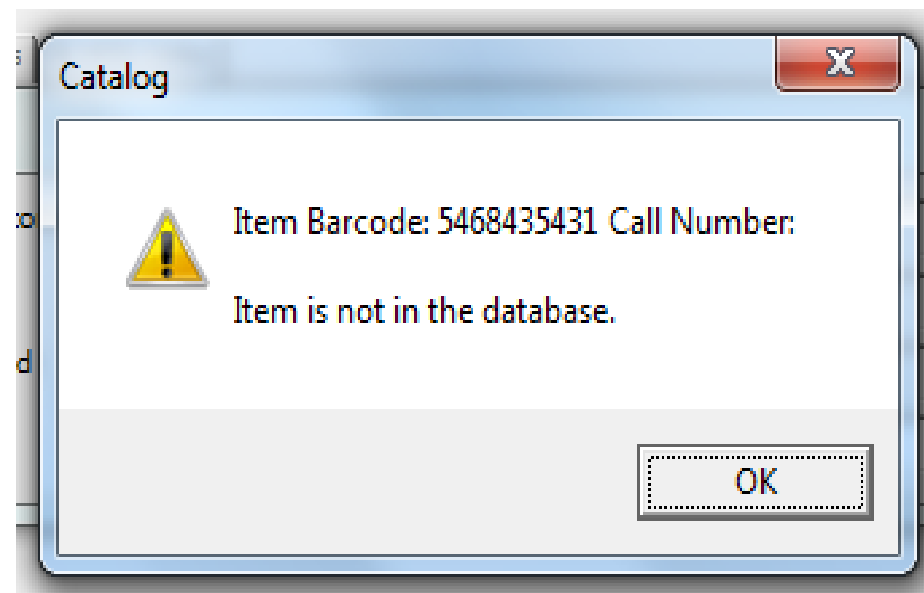
Total Items in Inventory	4528	Submit Close Help
Items Found	4241	
Items to be Processed	287	
Item Barcode		



Scan Item Barcode

## ERROR MESSAGES

- Item is not in database
- Item is not in SRN
- Item is Withdrawn
- Item is On Loan
- Item is Missing



Inventory Marking Parameters

Shelf Report Number

SRN-590

Select Lost/Missing Process Statuses

- Held For User
- New Book Shelf
- Fragile
- Missing (Circ only)
- Missing: In-transit (Circ use only)
- Missing: Final (Circ use only)
- Received by ILL

Receive Popup Message

Print Report at End of Session

Error Types to Include

- Item is on Loan
- Item is not in place
- Item is Lost or Missing
- Item is not in the Database

OK

Cancel

Help

# UMTC Libraries SRN Inventory Log

Your username ([jackieg@umn.edu](mailto:jackieg@umn.edu)) will be recorded when you submit this form. Not jackieg? [Sign out](#) \* Required

## SRN Info

Please record this info at the beginning of your shift or when you begin a new SRN.

LOCATION \*

Music ▾

SRN NUMBER \*

START: CALL NUMBER \*

START: BARCODE \*

START: TIME \*

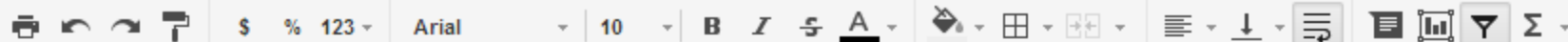
END: CALL NUMBER \*

- Google Form
  - Easy Data Entry
  - Consistent Information
  - Automatically Logged their username and timestamp
- Students were trained to navigate between the Form Responses and the Live Form as needed



## InventoryLogCopy ☆

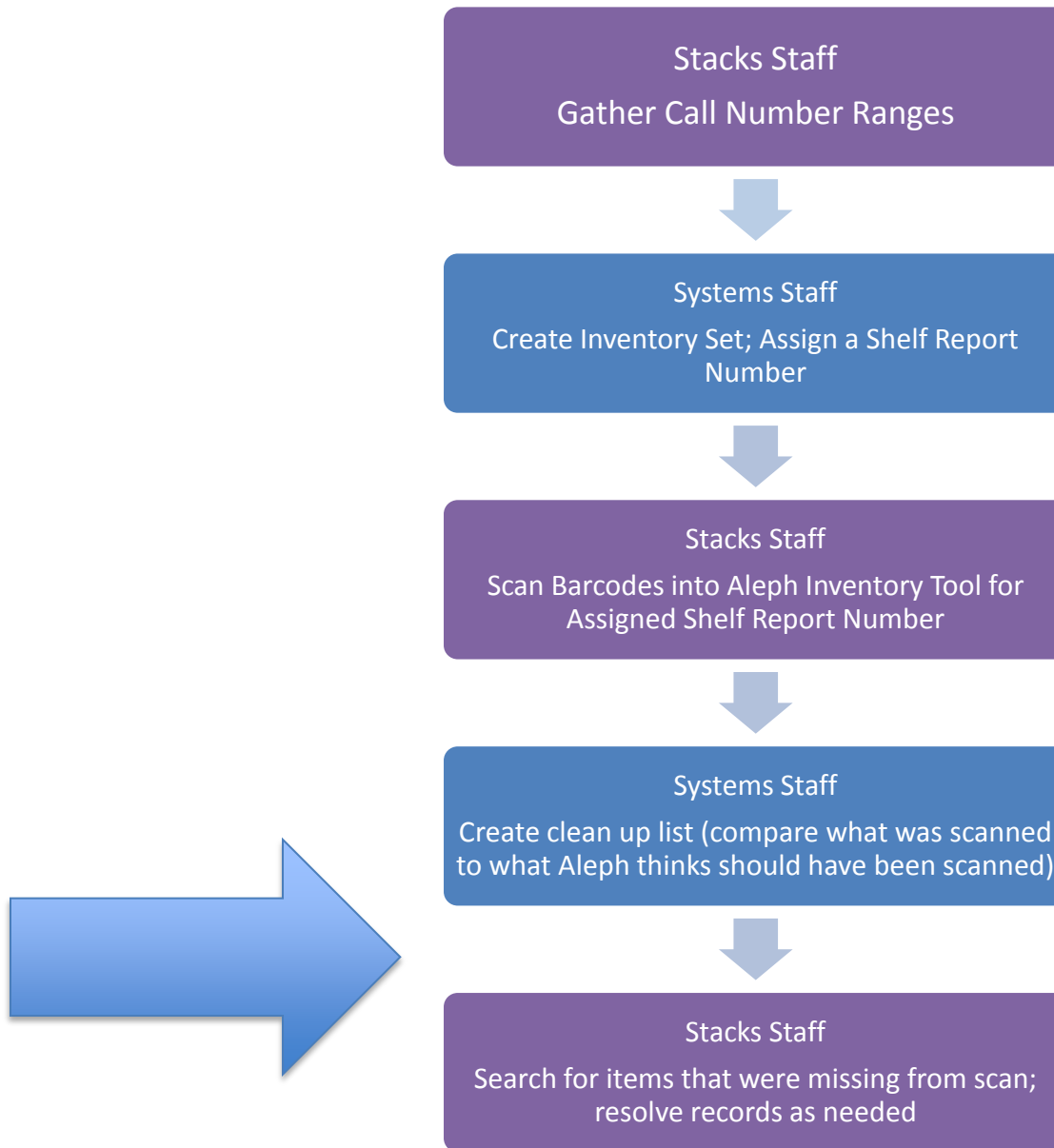
File Edit View Insert Format Data Tools Form Help All changes saved in Drive



fx

	A	B	C	D	E	F	G
1	Timestamp	Username	Location	SRN number	SRN completed?	Start Call Number	Start Barcode
2	7/26/2012 14:06:04	TBC	Magrath	565	No	G155 .S57 T687 2009	31951D02776379
3	7/26/2012 14:12:55	AK	Magrath	564	No	AC1 .J39 1968	31951000040303
4	7/26/2012 15:09:46	NS	Magrath	564	Yes	F 621 . H23 1990	31951D00513433
5	7/26/2012 16:48:11	AR	Magrath	565	No	GE150 .M338 2006	31951D02655798
6	7/26/2012 16:50:46	NS	Magrath	566	No	GT1127 .C63 1994	31951D01458883
7	7/30/2012 10:05:43	e-mail@umn.edu	Magrath	565	Yes	GT596 .P4x 1977b	31951000089959
8	7/30/2012 10:59:03	e-mail@umn.edu	Magrath	567	No	HC79 .E5 E573 1983	31951000010399
9	7/30/2012 12:03:54	e-mail@umn.edu	Magrath	566	Yes	H97.M35 1984	31951000361879
10	7/30/2012 15:20:31	e-mail@umn.edu	Magrath	567	No	HC103.7 .N296 1990	31951D00515104
11	7/30/2012 15:53:05	e-mail@umn.edu	Magrath	569	Yes	HD2072.S763 2004 v.2	31951D02276472
12	7/31/2012 11:34:06	e-mail@umn.edu	Magrath	567	Yes	HC492 .Y45 1994	31951P00536789
13	7/31/2012 11:38:03	e-mail@umn.edu	Magrath	568	No	HD87.P633 1998	31951D01542270
14	8/1/2012 10:54:09	e-mail@umn.edu	Magrath	568	No	HD1411.C414 1986	31951000371162
15	8/1/2012 13:21:37	e-mail@umn.edu	Magrath	570	No	HD9056 .U45 B78 1995	31951D01267605
16	8/1/2012 16:10:04	e-mail@umn.edu	Magrath	568	Yes	HD1741.M3 B44 1982	31951000144791
17	8/1/2012 16:33:43	e-mail@umn.edu	Magrath	570	No	HD9502 .A2 E5417 1992	31951D00894197
18	8/2/2012 10:20:31	e-mail@umn.edu	Magrath	570	No	HD 9981.5 .A42 1988	31951D01638111
19	8/2/2012 11:34:20	e-mail@umn.edu	Magrath	571	No	HF 5549 .R63 2002	31951P00668826
20	8/2/2012 13:44:16	e-mail@umn.edu	Magrath	571	No	5549.5 .T7 F68 2006	31951D02656462
21	8/2/2012 13:45:06	e-mail@umn.edu	Magrath	573	No	HQ 10 .T92	31951000228878
22	8/2/2012 14:43:57	e-mail@umn.edu	Magrath	570	No	HF1359 .H353 1998	31951D01625970
23	8/2/2012 15:33:44	e-mail@umn.edu	Magrath	571	Yes	HG 3881.5 .W57 P63 3919	31951D02401185
24	8/2/2012 15:44:45	e-mail@umn.edu	Magrath	570	Yes	HF5415.3 .W55x 1975	31951D00507301
25	8/2/2012 16:25:33	e-mail@umn.edu	Magrath	572	No	HJ 275 .H68 1994	31951D01267800
26	8/2/2012 16:27:31	e-mail@umn.edu	Magrath	573	No	HQ 144 .S47 1985	31951000016784
27	8/7/2012 9:52:12	e-mail@umn.edu	Magrath	572	Yes	HM 132.5 .A44 1989b	31951D00513421
28	8/7/2012 10:25:54	e-mail@umn.edu	Magrath	573	No	HQ 728 .R53 1999	31951D01936499
29	8/2/2012 13:50:14	e-mail@umn.edu	Magrath	574	No	HC799 .A695 2002	31951D00000000

M	N	O	P	Q	R	S	T	U	
Number of "Item not in database"	Number of Withdrawn (WD) Items	Number of "Item does not exist"	Number of Missing (MS) items	Number of Items on Loan	Number of Requested Items	Number of Lost Items	Number of Items with Damaged/Missing Barcodes	Number of Remarks	Other Probl
1									
	5		3				1		
							1		
1									
									Multiple video tapes and
1	1							1	
2			1						
2	4								
							2		
1	1								
2	6						1	1	
	5		1				2		
	1								
2	1								1
							1		
3	1								1
	1								1
1	6						1		Not in SRN: "note route
1	1		1						
	1								
2	3								HM746 .G762 1998, 31 "Perm noncourse reser
						1			
4	1							1	
1	1								2 not in SRN, but could
1								1	
	1								Not In SRN "Circ Note: UMD book!



ALEPH View Patrons Items Circulation Requests Reports \*Services Help ?

Administration  
      [B] Booking  
      [C] Task Manager  
          FileList  
          [A] Batch Log  
          [Q] Batch Queue  
          [D] Print Daemon  
      [C] List Of Courses  
          [R] Course  
              [L] Course Doc List

07/16/2012

## Inventory Summary Report

UMN50

**Form Date:** 07/16/2012  
**Sublibrary:** UMN50  
**Inventory Number:** SRN-513  
**Sorted By:** Call Number

**Total Number of Items in inventory:** 738  
**Number of Items Found:** 718  
**Number of Items Not Found:** 20

---

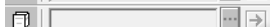
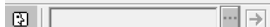
**List of Items that were NOT found**

Bib Info:	Barcode:	Sub Library:	Call No:	Item Status:
Lewis, Steven. Disaster recovery yellow pages / Steven Lewis. 11th ed. Newton, Mass. : Systems Audit Group, Inc., 2002. 1 v. (various pagings) ; 30 cm.	31951D02119309N	TC Bio-Medical Library	HV555.U6 L676d 2002	Non-Circulating
Funk & Wagnalls new "Standard" dictionary of the English language ... Prepared by more than 380 specialists and other scholars, under the supervision of Isaac K. Funk, editor-in-chief, Calvin Thomas, consulting editor [and] Frank H. Vizetelly, managing editor. New York, Funk & Wagnalls, c1949. 1ix, 2814 p. illus. (part col.) 32 cm.	31951P007069739	TC Bio-Medical Library	oversize PE1625 F982 1949	Non-Circulating
Webster's third new international dictionary of the English language, unabridged. Editor in chief: Philip Babcock Gove and the Merriam-Webster editorial staff. Springfield, Mass., G. & C. Merriam Co., [c1966] 64a, 2662 p. illus. (part col.), col. port. 34 cm.	31951P005917708	TC Bio-Medical Library	Folio 423 W395 1966	Non-Circulating
New York Academy of Medicine. Library. Portrait catalog of the Library of the New York Academy of Medicine. Boston : G.K. Hall, 1960. 5 v. (4564 p.) ; 36 cm.	31951000334900I	TC Bio-Medical Library	Oversize WZ112 N532p 1960	Non-Circulating
New York Academy of Medicine. Library. Portrait catalog of the Library of the New York Academy of Medicine. Boston : G.K. Hall, 1960. 5 v. (4564 p.) ; 36 cm.	31951000334901G	TC Bio-Medical Library	Oversize WZ112 N532p 1960	Non-Circulating
New York Academy of Medicine. Library. Portrait catalog of the Library of the New York Academy of Medicine.		TC Bio-Medical	Oversize WZ112	Non-

Print Configuration: Preview

Print Setup:

Sort By: File Name Ascending



Print Preview

- [-] Administration
  - [B] Booking
- [-] Task Manager
  - [J] FileList
  - [A] Batch Log
  - [Q] Batch Queue
  - [D] Print Daemon
- [C] List Of Courses
- [-] [R] Course
  - [L] Course Doc List

07/03/2012

## Inventory Report

**Form Date:** 07/03/2012  
**SubLibrary:** UMN50  
**Inventory Number:** SRN-477  
**Sorted By:** Call Number

## List of Items in Inventory

Bib Info:	Barcode:	Sub Library:	Call No:	Item Status:	Item Found:
International Symposium on Ultrasound Interaction in Biology and Medicine (1980 : Reinhardtbrunn, Germany) Ultrasound interactions in biology and medicine / edited by R. Millner, E. Rosenfeld, and U. Cobet. New York : Plenum Press, c1983. xiii, 216 p. : ill. ; 26 cm.	31951000169415W	TC Bio-Medical Library	WN208 I61u 1980	Regular Loan	No
Kremkau, Frederick W. Diagnostic ultrasound : principles, instrumentation, and exercises / Frederick W. Kremkau. 2nd ed. Orlando : Grune & Stratton, c1984. xi, 287 p. : ill. ; 26 cm.	319510000370444	TC Bio-Medical Library	WN208 K92d 1984	Regular Loan	No
Kremkau, Frederick W. Diagnostic ultrasound : principles and instruments / Frederick W. Kremkau. 5th ed. Philadelphia : Saunders, c1998. xi, 590 p., 40 p. of col. plates : ill. ; 24 cm.	31951D01559612E	TC Bio-Medical Library	WN208 K92d 1998	Regular Loan	No
Kremkau, Frederick W. Diagnostic ultrasound : principles and instruments / Frederick W. Kremkau. 6th ed. Philadelphia : W.B. Saunders, c2002. xiv, 428 p., 40 p. of col. plates : ill. ; 25 cm.	31951D02119037U	TC Bio-Medical Library	WN208 K92d 2002	Regular Loan	No
Kremkau, Frederick W. Diagnostic ultrasound : principles and instruments / Frederick W. Kremkau. 7th ed. St. Louis, Mo. : Elsevier Saunders, c2006. xvi, 521 p., 40 p. of col. plates : ill. ; 29 cm.	31951D02525223J	TC Bio-Medical Library	WN208 K92d 2006	Regular Loan	No
Kremkau, Frederick W. Sonography : principles and instruments / Frederick W. Kremkau ; with contributions by Flemming Forsberg. 8th ed. St. Louis, Mo. : Elsevier/Saunders, c2011.	31951D03408494K	TC Bio-Medical Library	WN208 K92s 2011	Regular Loan	No

Print

Close

Close All

- Administration
  - [B] Booking
- Task Manager
  - [J] FileList
  - [A] Batch Log
  - [Q] Batch Queue
  - [D] Print Daemon
- [C] List Of Courses
- [R] Course
  - [L] Course Doc List

```
File Edit Format View Help
<?xml version="1.0"?>
<printout>
<form-name>inventory-summary</form-name>
<form-language>ENG</form-language>
<form-format>00</form-format>
<subject>Inventory Summary</subject>

<section-01>
<form-date>07/16/2012</form-date>
<sub-library-address-1-occ1>UMN50</sub-library-address-1-occ1>
<shelf-report-number>SRN-513</shelf-report-number>
<sorted-by>call Number</sorted-by>
<total-no-items>738</total-no-items>
<no-items-found>718</no-items-found>
<no-items-not-found>20</no-items-not-found>
</section-01>

<section-02>
<bib-info>## Lewis, Steven.## Disaster recovery yellow pages / Steven Lewis.## 11th ed.## Newton, Mass. : Systems Audit Group, Inc., 2002.## 1 v. (various
<z13-doc-number>1950347</z13-doc-number>
<z13-year>2002</z13-year>
<z13-open-date>05/21/2002</z13-open-date>
<z13-update-date>04/24/2012</z13-update-date>
<z13-call-no-key></z13-call-no-key>
<z13-call-no-code>LOC0</z13-call-no-code>
<z13-call-no>TBIOM REF BP HV555.U6 L676d 2002 Book (Print) TC Bio-Medical Library Reference Non-Circulating</z13-call-no>
<z13-author-code>1001</z13-author-code>
<z13-author>Lewis, Steven.</z13-author>
<z13-title-code>24510</z13-title-code>
<z13-title>Disaster recovery yellow pages / Steven Lewis.</z13-title>
<z13-imprint-code>260</z13-imprint-code>
<z13-imprint>Newton, Mass. : Systems Audit Group, Inc., 2002.</z13-imprint>
<z13-isbn-issn-code></z13-isbn-issn-code>
<z13-isbn-issn></z13-isbn-issn>
<z13u-doc-number>001950347</z13u-doc-number>
<z13u-user-defined-1-code>LDR</z13u-user-defined-1-code>
<z13u-user-defined-1>01197cam^2200289^a^4500</z13u-user-defined-1>
<z13u-user-defined-2-code>STA</z13u-user-defined-2-code>
<z13u-user-defined-2>SUPPRESSED</z13u-user-defined-2>
<z13u-user-defined-3-code>FMT</z13u-user-defined-3-code>
<z13u-user-defined-3>BK</z13u-user-defined-3>
<z13u-user-defined-4-code></z13u-user-defined-4-code>
<z13u-user-defined-4></z13u-user-defined-4>
<z13u-user-defined-5-code>008</z13u-user-defined-5-code>
<z13u-user-defined-5>010329s2002^mau^0000^eng^d</z13u-user-defined-5>
<z13u-user-defined-6-code>005</z13u-user-defined-6-code>
<z13u-user-defined-6>20050823162155.0</z13u-user-defined-6>
<z13u-user-defined-7-code></z13u-user-defined-7-code>
```

Print Configuration: View Raw XML  
Print  
Print Setup:

Book3 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat

Table Name: Table1

Summarize with PivotTable  
Remove Duplicates  
Resize Table

Properties

Export Refresh

Tools

Convert to Range

External Table Data

Properties

Header Row  
Total Row  
Banded Rows

Table Style Options

First Column  
Last Column  
Banded Columns

Table

F12      fx      UMN50

	A	B	C	D	E	F	G	
1	form-name	form-language	form-format	subject	form-date	sub-library-address-1-occ1	shelf-report-number	sort
2	inventory-summary	ENG	0	Inventory Summary	10/17/2012	UMN50	SRN-742	Call
3	inventory-summary	ENG	0	Inventory Summary	10/17/2012	UMN50	SRN-742	Call
4	inventory-summary	ENG	0	Inventory Summary	10/17/2012	UMN50	SRN-742	Call
5	inventory-summary	ENG	0	Inventory Summary	10/17/2012	UMN50	SRN-742	Call
6	inventory-summary	ENG	0	Inventory Summary	10/17/2012	UMN50	SRN-742	Call
7	inventory-summary	ENG	0	Inventory Summary	10/17/2012	UMN50	SRN-742	Call
8	inventory-summary	ENG	0	Inventory Summary	10/17/2012	UMN50	SRN-742	Call
9	inventory-summary	ENG	0	Inventory Summary	10/17/2012	UMN50	SRN-742	Call
10	inventory-summary	ENG	0	Inventory Summary	10/17/2012	UMN50	SRN-742	Call
11	inventory-summary	ENG	0	Inventory Summary	10/17/2012	UMN50	SRN-742	Call
12	inventory-summary	ENG	0	Inventory Summary	10/17/2012	UMN50	SRN-742	Call
13	inventory-summary	ENG	0	Inventory Summary	10/17/2012	UMN50	SRN-742	Call
14	inventory-summary	ENG	0	Inventory Summary	10/17/2012	UMN50	SRN-742	Call
15	inventory-summary	ENG	0	Inventory Summary	10/17/2012	UMN50	SRN-742	Call
16	inventory-summary	ENG	0	Inventory Summary	10/17/2012	UMN50	SRN-742	Call
17	inventory-summary	ENG	0	Inventory Summary	10/17/2012	UMN50	SRN-742	Call
18	inventory-summary	ENG	0	Inventory Summary	10/17/2012	UMN50	SRN-742	Call
19	inventory-summary	ENG	0	Inventory Summary	10/17/2012	UMN50	SRN-742	Call
20	inventory-summary	ENG	0	Inventory Summary	10/17/2012	UMN50	SRN-742	Call

# Data: Scope

- 11 Different Libraries (or SubLibraries)
- 77 Different Collections
- 3,108,395 items Inventoried
- 31,112 items Missing from initial scan and first search

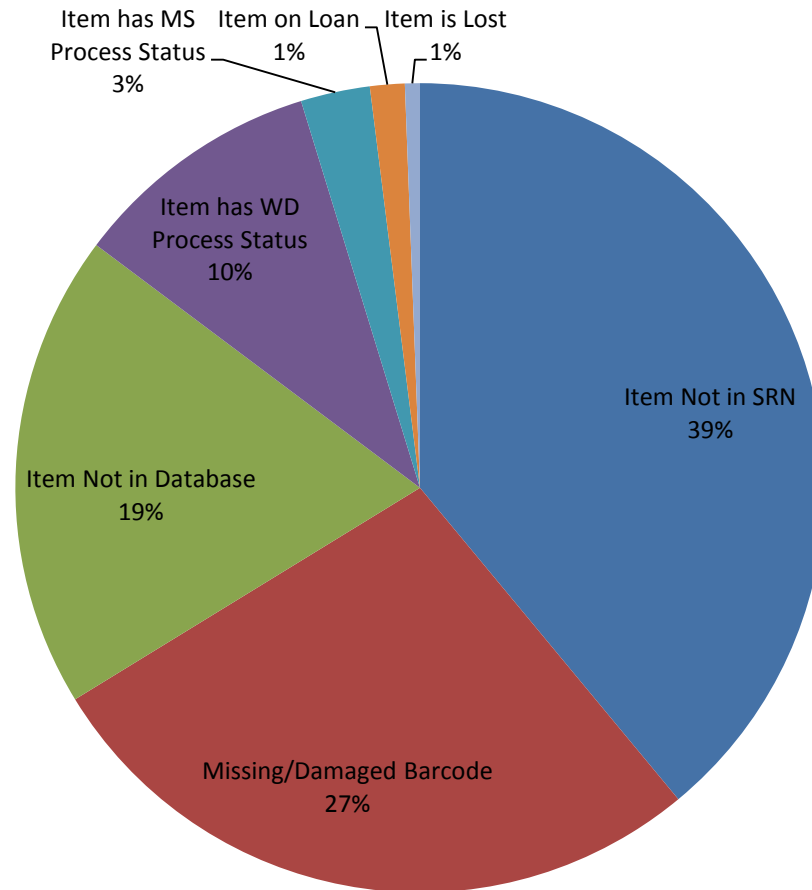


# Scan Rate

- 450 items/hour average
- Move books to a hot spot
- Work from a paper list



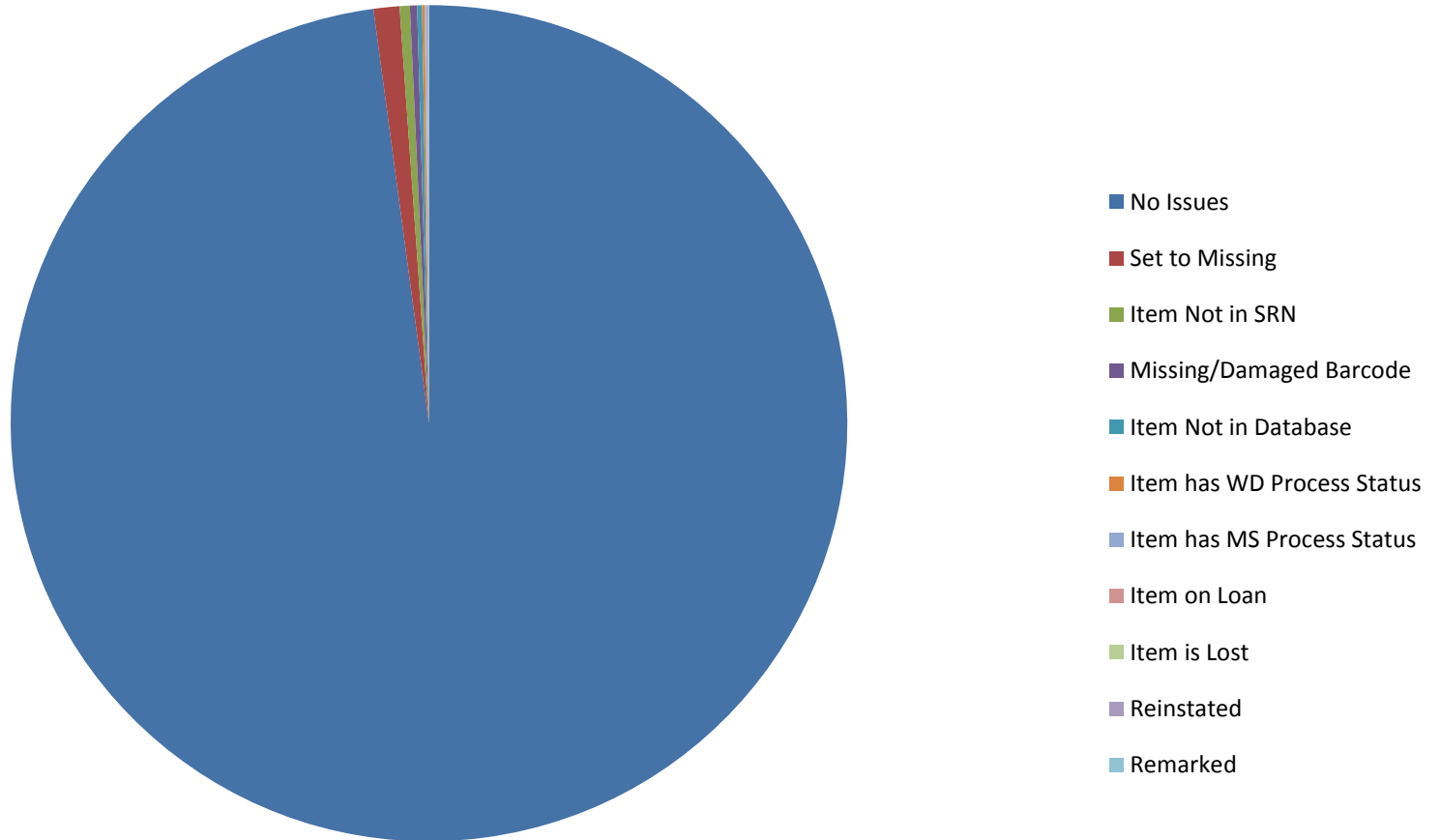
# Data: Clean Up



# Additional Clean Up

- We remarked 1,669 items
- We reinstated 1,891 items
  - (60% of WD items)

# History Has Been Kind



# Lessons Learned

- Training, training, training
- Set established roles and responsibilities for following through on clean up
- Set Up for Easy Data Capture
- Timing of the scans in relation to when the Inventory Sets are created

# Lessons Learned

- Collections can get overly complicated
- We're making a push to simplify (standard material types, loan statuses etc) per collection
- Can we implement system wide practices?

# Questions?