

Symphony Inventory Demystified: the purpose and process



7851 Timber Drive, Tinley Park, IL 60477
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Tinley Park Public Library

Population served



62,864

Annual circulation



629,082

Ebooks &
audiobooks

1,000,000+

Educational events



501

Books



152,474

Videos/dvds



13,841

Video games



1,905

Children's holdings



63,883



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Why conduct an inventory?

- Accuracy of catalog records
- Identify lost items
- Identify damaged items



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Inventory methods



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Inventory methods

CALL #(ITEM)	BARCODE	TITLE	260jc
901 HEG	3 1321 00237 8647	The philosophy of history / With prefaces by Charles Hegel and the translator, J. Sibree, and a new introduction by C. J. Friedrich	[1956]
901 9 REA	3 1321 00029 7971	The last two million years	1974, c1973
902 02 NAT	31321004690312	National Geographic visual history of the world	c2005
904 7 EGG	3 1321 00121 8307	An encyclopedia of battles : accounts of over 1,560 battles from 1479 B.C. to the present / David Eggenberger [maps by Donald T. Pitcher]	1985
907 2 WOO	31321004591510	The purpose of the past : reflections on the uses of history / Gordon S. Wood.	2008
909 EVE	3 1321 00166 4609	Everyday life through the ages / editor, Michael Worth Davidson art editor, Neal V. Martin	1992
909 GRU	31321004064948	The timetables of history : a horizontal linkage of people and events / Bernard Grun	c1991
909 LAR	3 1321 00015 7464	Larousse encyclopedia of ancient and medieval history / general editor : Marcel Dunan English advisory editor : John Bowle	1981, c1964
909.04924 BRE	31321005211555	A short history of the Jews / Michael Brenner translated by Jeremiah Riemer	c2010
909.04924 CAH	3 1321 00255 7844	The gifts of the Jews : how a tribe of desert nomads changed the way everyone thinks and feels / Thomas Cahill.	1998
909.04924 GLI	31321002689316	Abraham's heirs : Jews and Christians in medieval Europe / Leonard B. Glick.	1999
909.04943 POP	31321003906958	Sons of the conquerors : the rise of the Turkic world / Hugh Pope.	2005
909.07 OXF	3 1321 00208 4138	The Oxford illustrated history of the crusades / edited by Jonathan Riley-Smith.	1995
909.07 PHI	31321005105385	Holy warriors : a modern history of the crusades / Jonathan Phillips	2009
909.07 PRU	31321002982836	Rats, bulls, and flying machines : a history of the Renaissance and Reformation / by Deborah Mazzotta Prum series editor, John Holdren with an afterword by E.D. Hirsch, Jr.	c1999

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INVENTORY

Monday, August 21, 2006 / By [Joy Anhalt](#) / [Technical Services](#)

Congratulations to the Technical Services Department: Joanne Konrath, Sharon Beauchamp, Dorothy Cannon and especially Karen Palys & Marianne Gray for completing the **inventory** of the Main Library. It took 11 months to **inventory** approximately 172,000 items.

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Inventory methods



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Inventory preparation

- Weed the collection



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Inventory preparation

- Weed the collection
- Run reports to find problems



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Type	Circ Stat Category
BLURAY	Videos Non-fiction
BLURAY BOX	Videos Fiction
BLURAY NFE	Videos Fiction
BLURAY FEA	Videos Fiction
Book	Books Fiction
BOOK NEW	Books Fiction
CD AUDIO	Audio Non-fiction
CD Spoken	Audio Fiction
ConsoleGam	Other
CONSOLENEW	Other
DVD	DVD Non-fiction
DVD BOXNEW	DVD Fiction
DVD BOXSET	DVD Fiction
DVD FEAT	DVD Fiction
EBK READER	Other
Equipment	Other
LargeType	Books Fiction
LargeTypeN	Books Fiction
Map	Other
Microform	Other
MP3	Audio Fiction
MUS SCORE	Other
New Rental	Books Fiction
Pamphlet	Other
Paperback	Books Fiction
Periodical	Periodicals
Prelod Aud	Audio Fiction
Ref-Book	Book
Spec Coll	Videos Fiction
Video Cass	Videos Non-Fiction

1STFLOOR	1st Floor
2NDFLOOR	2nd Floor
ASK_STAFF	Ask Staff
DISPLAY_1	1st Floor Display
DISPLAY_2	2nd Floor Display
DISPLAY_A	Adult Display
NEW_1STFLR	1st Floor New
NEW_2NDFLR	2nd Floor New
REF_DESK1	1st Floor Reference Desk
REF_DESK2	2nd Floor Reference Desk
STORAGE	In Storage
STORAGE_S	In Storage - Shadowed



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- Weed the collection
- Run reports to find problems
- Checklists



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Adult Inventory

Non-Fiction	Completed
000	
100	
200	
300	
400	
500	
600	
700	
800	
900	
Oversize	

Fiction	Completed
A	
B	
C	
D	
E	
F	
G	
H	
I	
J	
K	
L	
M	
N	
O	
PQ	
R	
S	
T	

	Completed
Atlas	
Genealogy	
Reference	
Admin	
Office	
Closed	
Shelves	
Graphics	
Professional	
Ref Desk	
Tech	

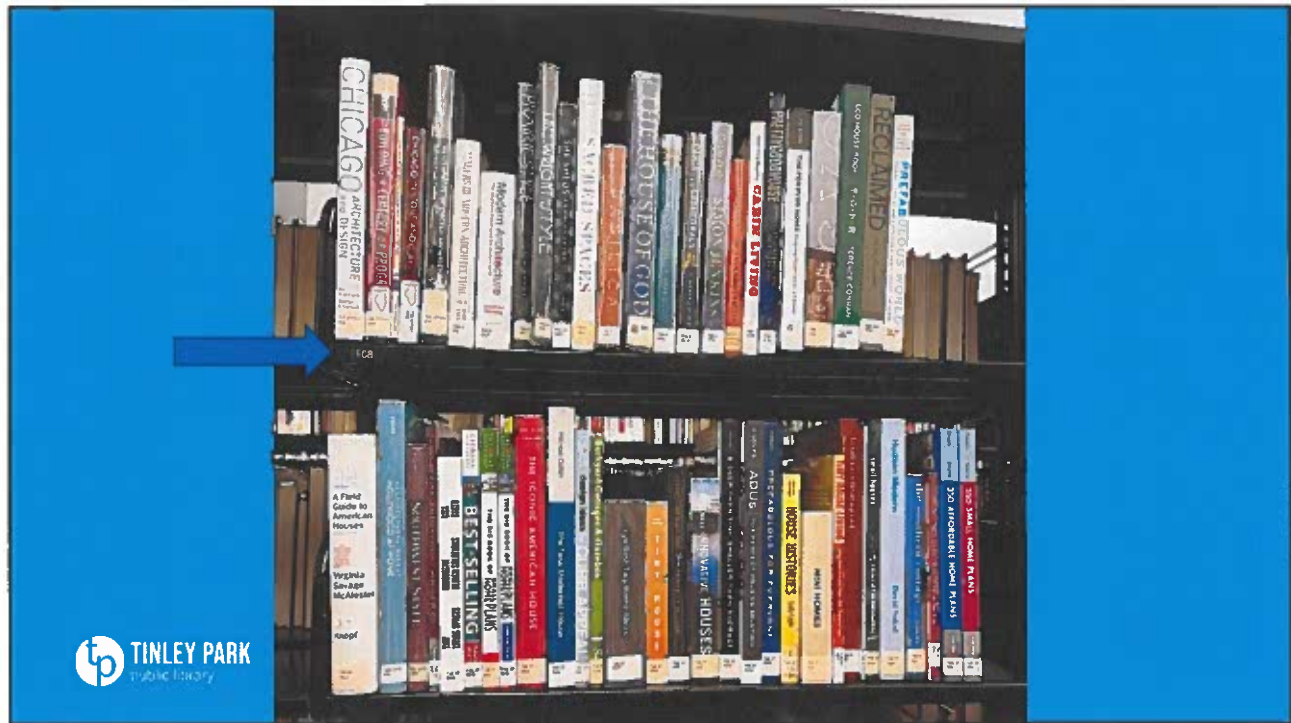
Arabic	Completed
French	
German	

Audiobook	Completed
Fiction	
Non-Fiction	

CD's	
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Movies	
TV Series	

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Range Checklist									
Board Books			Easy			Easy			
1	A	B	31	GR	GRH	72	RIM	RON	
2	C	D	32	GRI	HAM	73	ROO	RUC	
3	E	G	33	HAN	HD	74	RUD	RZ	
4	H	K	34	HE	HER	75	SA	SCHD	
5	L	M	35	HES	HN	76	SCHE	SCN	
6	M	R	36	HO	HOO	77	SCO	SEB	
7	R	S	37	HOP	HT	78	SEC		
8	S	U	38	HU	IZ	79		SG	
9	V	Z	39	J	JN	80	SHA	SIEQ	
			40	JO	JZ	81	SIER	SL	
Easy			41	K	KAZ	82	SM	SPH	
1	A		42	KE	KIM	83	SPI	STD	
2		ARS	43	KIN	KOP	84	STE	STN	
3	AS	BAI	44	KOQ	KZ	85	STO	SZ	
4	BAJ	BARS	45	LA	LAS	86	TA	THN	
5	BART	BEK	46	LAT	LER	87	THO	TN	
6	BEL	BERE	47	LES	LIB	88	TOB	UZ	
7	BERG	BLI	48	LIC	LOZ	89	VA	VIN	
8	BLO	BOV	49	LOB	LUC	90	VIO	WALK	
9	BOW	BRE	50	LUD	LZ	91	WALL	WD	

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Range Checklist:					
Board Books	Completed	Easy	Completed	Easy	Completed
1	3/5	31		72	
2	3/5	32		73	
3	3/7	33		74	
4	3/7	34		75	
5		35		76	
6		36		77	
7		37		78	
8		38		79	
9		39		80	
		40		81	
Easy		41		82	
1	3/5	42		83	
2	3/5	43		84	
3	3/4	44		85	
4		45		86	
5		46		87	
6		47		88	
7		48		89	

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Inventory preparation

- Authorize Inventory wizard for Tech Services logins

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Inventory preparation

- Set inventory report



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Time

- Was able to change department schedule
- Most work was done before the library opened



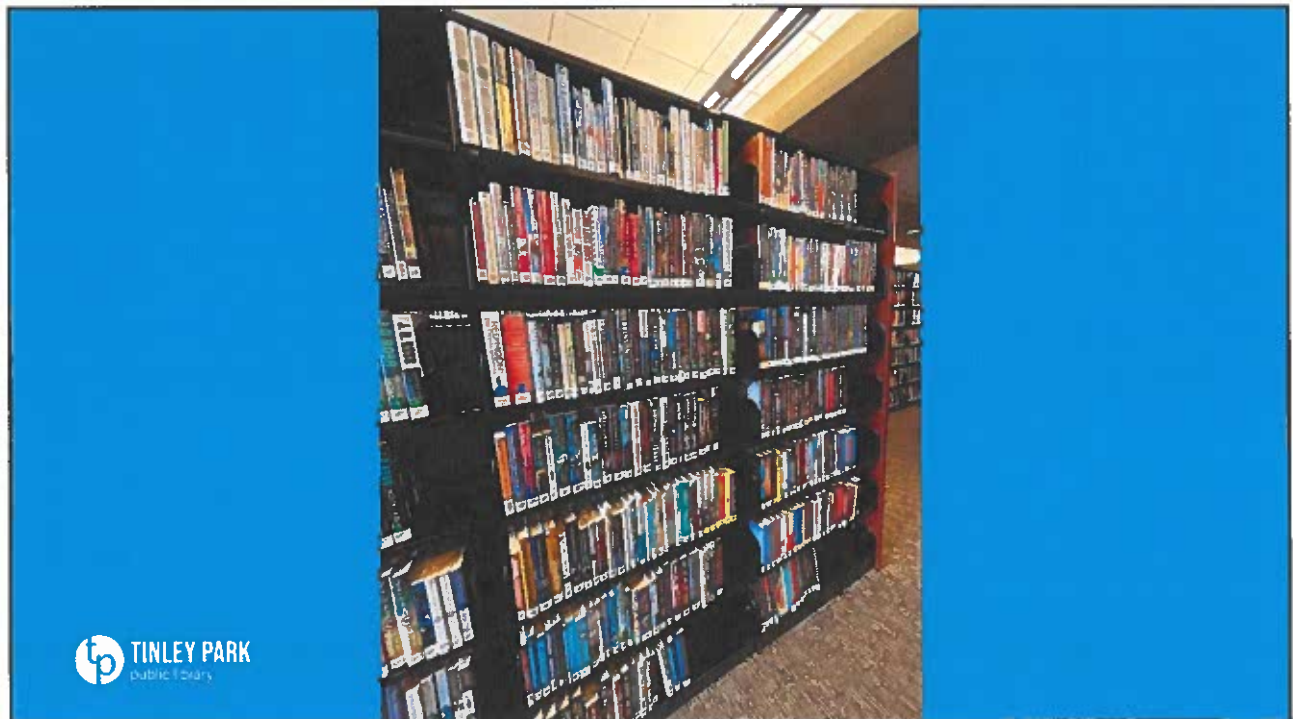
18

Inventory Supplies

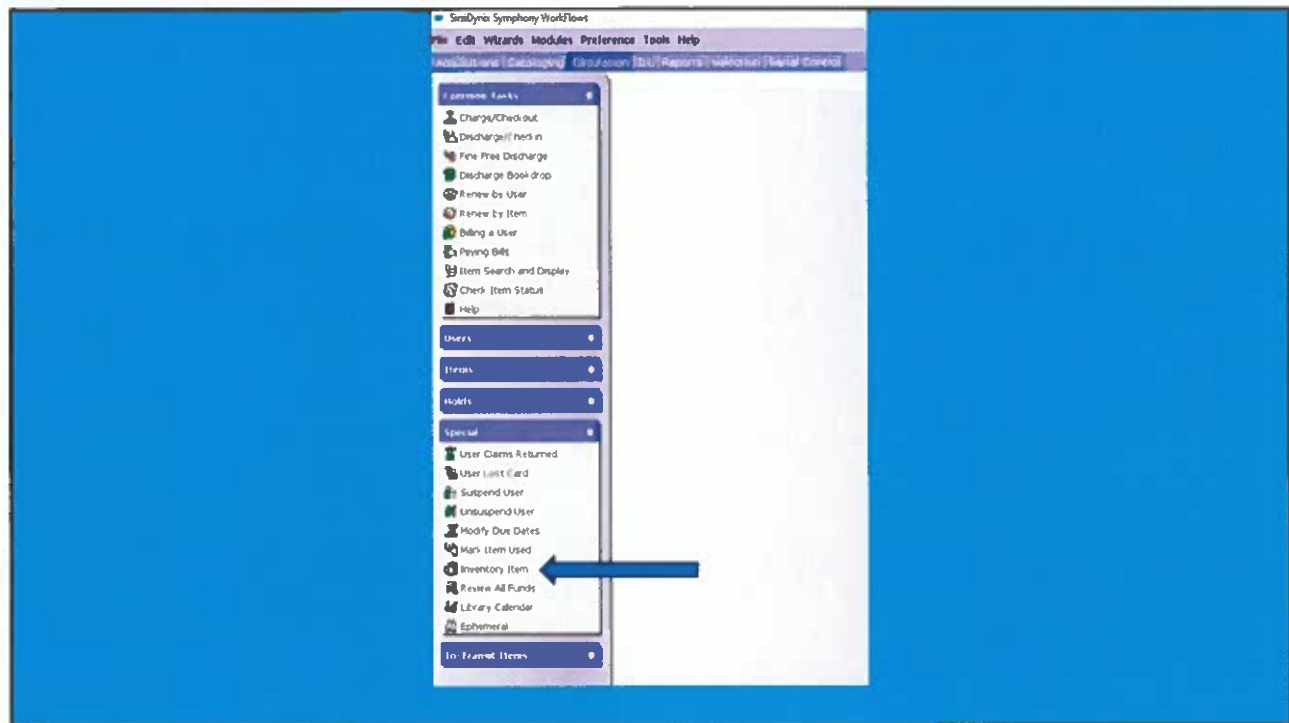
- Laptop
- Mouse
- Barcode scanner
- Post-it notes
- Pen/Pencil
- Book cart



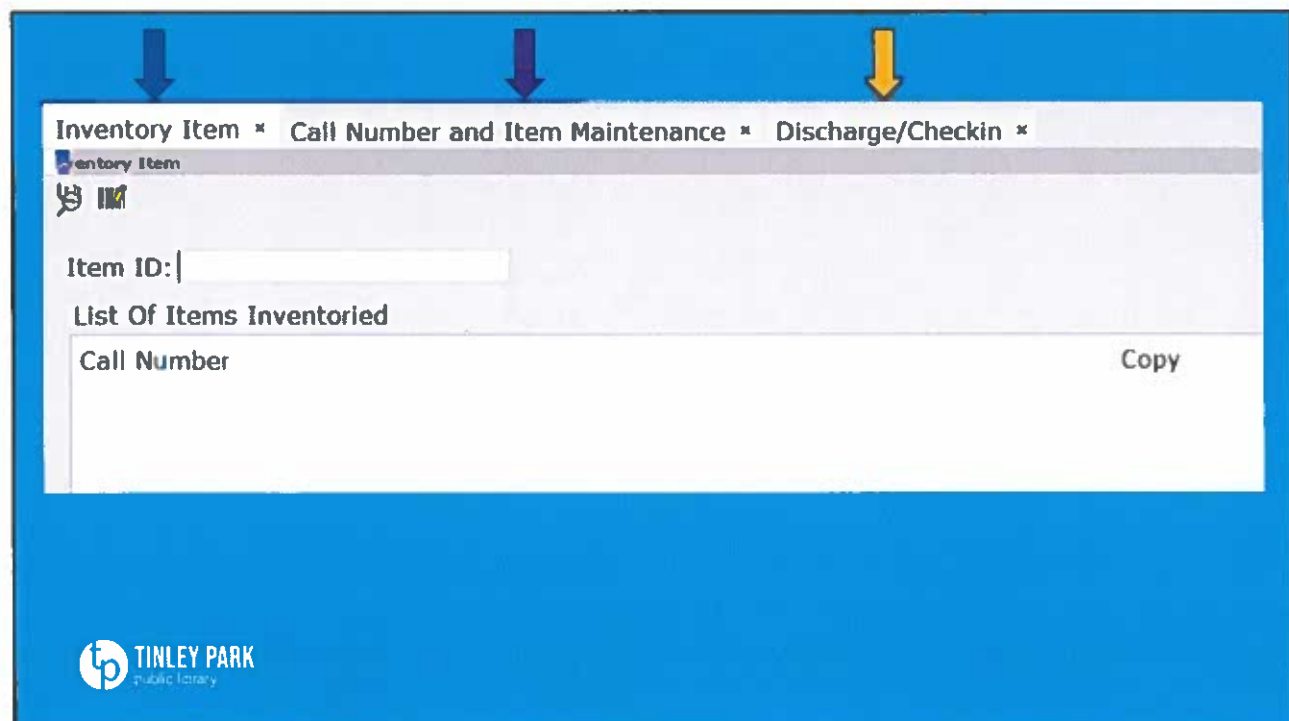
19



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Inventory Item

Item ID:

List Of Items Inventoried

Call Number

Copy

Item ID



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Inventory Item

Item ID:

List Of Items Inventoried

Call Number	Copy	Item ID
PB ROBBINS		1 31321006645140
PB ROBERTS		1 31321007256053
PB ROBERTS		1 31321006533098
PB ROBERTS		1 31321006850823
PB ROBERTS		1 31321005965549
PB ROBERTS		1 31321005764983
PB ROBERTS		1 31321004773860
PB ROBERTS		1 31321007017695
PB ROBERTS		1 31321006252038
PB ROBERTS		1 31321007017687



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<u>Adult Collection</u>	<u>Total</u>	<u>Missing</u>		<u>Total</u>	<u>Missing</u>
Audiobook Fiction	3608	7	0.19%		
Audiobook Non-Fiction	1138	2	0.18%		
Compact Discs	5702	31	0.54%		
Console Games	215	1	0.47%		
Movies	6370	44	0.69%		
Now Playing	169	6	3.55%		
Playstation 3	48	0	0.00%		
Playstation 4	38	0	0.00%		
TV Series	1660	6	0.36%		
Wii	35	0	0.00%		
Wii-U	16	0	0.00%		
Xbox	41	1	2.44%		
				19,040	98 0.51%

Youth Services Inventory

Pop-Up	1/15	1/20	
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	Completed		
Easy Audiobook			
CD-E		1/20	

J	Completed		
Blu-ray DVD			
Now Playing	7/30		

J	Completed		
CD-J	7/30		
PS3	7/6	7/9	
PS4	7/6	7/9	
Switch	7/6	7/9	
Wii	7/6	7/9	
Wii-U	7/6	7/9	
Xbox	7/6	7/9	
Xbox 1	7/6	7/9	

Teen	Completed		
Fiction			
Classic & Literature			
Notes			
Graphic Novels			
Non-Fiction			

Teen	Completed		
Blu-Ray DVD			
CD			
Now Playing			
TV Series			

Teen	Completed		
PS3	7/6	7/9	
PS4	7/6	7/9	
Switch	7/6	7/9	
Wii	7/6	7/9	
Wii-U	7/6	7/9	
Xbox	7/6	7/9	
Xbox 1	7/6	7/9	



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Inventory process

- Inventoried new to the collection items before they left TS

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Adult Inventory			
Non-Fiction	Completed	Fiction	Completed
000	7:10	A	4:24
100	7:11	B	5:1
200	7:12	C	5:15
300	7:19	D	5:22
400	7:22	E	5:22
500	7:24	F	5:22
600	8:21	G	5:29
700	9:18	H	5:30
800	9:18	I	6:4
900	10:9	J	6:5
Overdue	10:11	K	6:6
Arabic	3:22	L	6:1
French	3:22	M	6:14
German	3:22	N	6:21
Hind	3:22	O	6:26
Spanish	3:22	PQ	6:28
Urdu	3:22	R	7:1
Large Type	Completed	S	7:1
A-F	3:22	T	7:3
G-L	3:22	UV	7:3
M-R	3:22	W	7:3
S-Z	3:22	XYZ	7:3
Non-Fiction	3:22	Story Coll	4:5
Paperbacks	2:21	Graphic Novels	3:29
		Non	2:20
		New Playng	2:20
		Local Author	4:18
		Atlas	3:27
		Genealogy	3:29
		Reference	4:25
		Admin Office	2:19
		Closed Shelves	2:19
		Graphics	2:19
		Professional	2:19
		Ref Desk	2:19
		Tech	2:19
		Audio Books	3:4
		Non-Fiction	3:4
		CDs	3:13
		Monies	4:17
		TV Series	4:18
		PSs	3:13
		PS+	3:13
		Ws	3:13
		W-U	3:13
		Xbox 1	3:13
		Xbox 360	3:13
		Pamphlets	4:1
		Sheet Music	3:22
		Songbooks	3:27

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ADULT COLLECTION INVENTORY COMPLETED

Friday, October 11, 2019 / By [Joy Anhalt](#) / [Leave a Comment](#) / [Collections, Technical Services](#)

The Technical Services staff is happy to announce that the **inventory** of the adult collection has been completed.

- Approximately 57,300 items were inventoried in 34 weeks.
- Adult AV had .51% missing
- Fiction (Fiction, Story Collection, Graphic Novel, Large Type & Paperbacks) had 143 items of 36,300 missing (.39%)
- For the whole collection less than 3% was missing.

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Inventory statistics



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Inventory statistics

Adult	57,256	598	1.04%
Juvenile	61,277	281	0.46%
Teen	15,584	28	0.18%
Total	134,117	907	0.68%



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