

Sirsi Inventory - Understanding the Reports

This document is to help you understand what these reports do!!!

Carefully follow the inventory documentation to eliminate any errors!

Preinv 1 – This is a list of items marked missing (*or lost, discard, weeded, etc*) before you began your inventory. **Look it over to be sure those items really are lost or missing. Report to your ITC for help in removing these items en masse.**

Preinv 2 – This is a list of items with the status of “intransit” in your library. Items listed will need to be investigated, corrected. **Use the SPECIAL CIRCULATION group/Pending transits wizard to rectify.**

Step1 – Set Inventory Date

This will inventory all items that are currently checked out in the item group you specify. Run this every day that you scan items if your library is open during inventory.

Step2 – This will list cleanup issues you need to address:

- **Items inventoried but checked out** – retrieve the items and check them in.
- **Scanned items not found in the catalog** – these are most likely mis-scanned items. Locate them and scan using the Inventory Item wizard so they won't appear on your missing list. You also might find some items that really aren't in the catalog or have bad barcodes on them. Fix the catalog accordingly.
NOTE: this will **not** indicate items that don't belong in that item group or belong to another building!!
- **Mis-ordered items** – look through this for any call numbers that are obviously in the wrong place (i.e. a FIC in the nonfiction)

Step3 – This will give you a list of items that might be missing.

- If you have scanned the entire item group – go over this carefully. Any items that you locate should be scanned with the Inventory Item wizard.
- If you have scanned only part of a collection (i.e. 0 – 399 in nonfiction), look over the section of the report that you scanned. The rest of the report will contain the remainder of the item group that you haven't scanned yet.
- Rerun as often as necessary to verify items still missing.

Step4 – This is a list of items that will be changed to Missing when you finalize your inventory.

- **4a** – save as a template!
 - Rename it so it's easy to identify (Step4 Fiction)
 - Note the creation date of the items on this list. Any items added to your collection after you began scanning an item group (date in Step 1) will appear as missing! Scan them with the Inventory Item wizard.
- **4b** – this finalizes your inventory and changes the status of items to Missing.
 - If you are doing your library one item group at a time during the course of the year or two, run this after each item group.
 - If you are doing inventory for just a short time each year, run this when you are done.

Step 5 – This is a complete list of all items that are Missing in your library, including those updated in Step 4.