

Directions: Use this Online Inventory Checklist to conduct the Library Media Center inventory. In the column titled "Completed" write Yes, No, or NA. Steps 16 - 18 require numerical responses.

Before (Inventory Preparation)	Completed?
1. Review inventory information, including the current Inventory Guide, located at http://library.dadeschools.net/support-inventory.html	
2. Check shelf order by reading the shelves	
3. Review Inventory Guide for information on conducting an Online inventory	
4. Prepare equipment and tools needed Scanners (confirm that barcodes can be read)	
* Laptop or tablet with	
* Scanner (bluetooth or corded)	
* Cart	
* Confirm wireless connectivity or connect directly with a 25" or longer Ethernet cable	
* Rolling chair	
* Post-It notes to tag completed shelves or columns	

During (Conducting Inventory: Scanning Materials and Reviewing Reports, Correcting Issues, Se	Completed?
5. Close all open inventories from previous years; mark anything "Unaccounted for" as Lost	
6. Follow naming conventions listed in the Inventory Guide (i.e. Full 2017-2018)	
7. Record figures for Accounted For, Unaccounted For, and Lost	
8. Based on approximate scan rate of 1,000 per hour, determine approximate hours needed to complete the scanning phase	
9. Scan materials into the Destiny Inventory Module; most errors will be corrected automatically	
* Items with a Lost status will be changed to Available	
* Items currently Checked out but found on shelf will be checked in; remove fine(s) associated with items	
* Pull items identified as "Barcode Not Found" from shelf to add to Destiny later	
10. Monitor "% Complete" and number of "Unaccounted for" items;	
11. Search for "Unaccounted for" items (classrooms, offices, storage rooms, TV studio, etc.)	

After (Finalizing Inventory and Submitting Survey)	Completed?
12. Finalize Inventory (If multiple, all open inventories need to be finalized individually)	
13. Record the date you finalized inventory	
14. Record the number of lost items from each inventory	
15. Enter the total number of items marked "Lost" for current inventory	
16. Print a copy of the Annual Library Media Center Statistics Survey and use as worksheet	
17. Complete the hard copy of the Annual Library Media Center Statistics Survey and review all information, figures, calculations for possible errors	
18. Provide Principal with copy of Annual Library Media Center Statistics Survey and checklist before submitting online survey; keep signed copies in LMC office for your records	
19. Complete the online Annual Library Media Center Statistics Survey ; review responses for errors before "Submitting"	