

All Principals/APs and Media Specialist: 2017-2018 Annual Library Media Center Inventory
Category: Required Action

Audience: All Principals/APs, Media Specialists
Post Date: Apr 05, 2018

Due Date: May 25, 2018
Meeting Date: n/a
Master Calendar: n/a

Attachment(s): n/a

This briefing provides information regarding the 2017-2018 annual library media center inventory.

Purpose of the Library Media Center Inventory

- Reconcile the physical library collection with catalog records contained in the Destiny Library Management System;
- Perform patron and collection maintenance through the Destiny Library Management System;
- Identify materials that are still checked out to students but are in the library;
- Locate materials that were marked "lost" in a previous inventory and change status to "available";
- Identify missing materials;
- Identify materials in need of weeding and removal;
- Use inventory data as a collection development tool; and
- Use inventory data to set library program goals and determine funding needs.

Conducting the Library Media Center Inventory for 2017-2018

- If the media center is staffed, an annual inventory is required.
- When conducting an inventory, schools should conduct a FULL inventory. Please note that all library materials are to be scanned during the inventory process. If there are library materials currently housed in classrooms or other rooms throughout the school, staff conducting the inventory needs access to those rooms to scan the materials.
- A library media center inventory may be initiated at any time. It is acceptable and recommended in situations where the media center isn't

staffed full time, that the inventory be started early in the year. Additionally, if the media center is used during testing, the scanning of the library materials may occur during this time, with modifications (e.g., turning off scanner beep, using headphones etc.).

Staffing for Inventory/Circulation of Library Materials

- Library media staff assigned to conduct the inventory should be provided with uninterrupted time to scan materials and search for missing materials in storage rooms, classrooms, offices, etc. Constant disruptions/interruptions can cause errors in scanning the library materials and result in an inaccurate inventory.
- If staffing is adequate, library services (including circulation of materials) should continue once an inventory has been initiated.

Inventory Assistance

- School site staff conducting library inventories can call Library Media Services, at 305-995-4857, for assistance.
- Library Media Services has posted several documents on our site to assist school site personnel in conducting the library inventory. These documents are located on the Library Media Services website at <http://library.dadeschools.net/support-inventory.html>.

Submitting the Inventory Survey

- Library media staff should print the *Annual Inventory Survey* located at <http://library.dadeschools.net/support-inventory.html> and provide a draft hard copy to the school principal **before** submitting the final online version to Library Media Services. Once reviewed by administration, the online survey should be completed and submitted. Hard copies should be kept in the principal's office and the library media center.
- The principal and library media staff will receive a copy of the submitted report via email.
- All library media inventories are to be conducted through the Destiny Library Management System; manual inventories (conducted outside of the Destiny system) will not be accepted.

Inventory Deadlines

- The deadline for completing the library media center inventory and submitting the *Annual Library Media Center Statistics Survey* is **May 25, 2018**. If either are not completed by the deadline, the inventory will be considered unfinished.

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