

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 2062

TITLE: LIBRARY INVENTORY

BASED ON POLICY: 2.06 GENERAL POWERS, DUTIES, AND
RESPONSIBILITIES OF THE PRESIDENT

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ACADEMIC
AFFAIRS AND STUDENT SERVICES

I. Purpose:

To provide a means of accounting for the Library's inventory

II. Procedure:

Library services staff shall conduct a regular inventory of educational materials at all College Library locations, using the Library management system's inventory module.

A. Preparing for Inventory

To prepare for inventory, the Library staff completes a shelf reading of the physical items and checks for uniformity in the online records.

B. Scanning Items

After the online record has been identified as correct, items are scanned into the inventory module either as a batch or individually.

C. Reconciling Discrepancies

After scanning items, reports are generated and discrepancies are identified. Library staff reconciles discrepancies and process as needed.

HISTORY: Last Revised 4/30/19

Adopted: 5/17/85

Reviewed: 1/15/15

Revised: 8/1/89, 1/21/02, 6/1/05, 5/20/08, 10/02/12, 4/30/19