



## **Summer 2006 Inventory Taken at Grace College's Mogan Library**

For the first time in Morgan Library's history, inventory was performed electronically this past summer. With the advice of other PALNI (Private Academic Library Network of Indiana) libraries that have ventured into the electronic inventory realm before us, we set up a process of scanning barcodes into a text file on a laptop and submitting those files to the PALNI server.

We had 2 students working together on the scanning process, one to handle the books (our barcodes being inside the front cover) and the other handling the scanning, which included checking for valid scans. One student would work a full day and 2 others would work half days. They rotated so that no one had to work two full days in a row. Working in pairs kept them more interested in the job. Over an 11 week period, they scanned approximately 150,000 items.

The scanning aspect of the project was the easiest part. Record clean-up became the overriding task for the cataloger and systems librarian. Despite students reading the shelves each semester, many items were discovered to be out of order.

The project is not complete. At this point, it appears that almost 300 items are missing. Of these, some were known to be missing yet have not been cleared from the online catalog. That process is being refined to eliminate such errors in the future. When record clean-up is completed, future inventory projects can be conducted as an ongoing process without involving as much work on the part of the staff. The electronic process, though not without flaws, proved to be less tedious than manual inventory and was faster.

[Reported by William Darr, Director of Library Services, 10-24-2006]