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# System Administration: Conducting an Inventory with Observer and Handheld Scanners

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This document is a detailed step-by-step guide for performing an inventory using a hand-held scanner, Paul Asay's Observer Control software, and your Voyager database. There are instructions for the administrator of the inventory and for the staff/student workers who will scan the collection items. There are also examples of two forms used in the inventory process. The Access queries needed to run the inventory reports are included in the administrator's instructions.

## Inventory Procedures - Administrator

### Steps in Initial Setup

- Download the Observer Scan and Control Software for Voyager 2000 from Paul Asay's Web site <http://paulasay.indstate.edu/observer/download.html>
- Download the Palm Desktop Software Version 3.0.3 from Paul Asay's Web site <http://paulasay.indstate.edu/observer/download.html>
- Follow the directions in **observerdoc.htm** from Paul Assay for setting up the Access database (Linking Tables, p.3) for inventory reporting. \*Paul's directions call for linking 7 tables in the report.mdb (C:\observer\REPORT). Add the following 5 tables, making a total of 12 linked tables: ITEM\_STATUS, ITEM\_STATUS\_TYPE, ITEM\_TYPE, MFHD\_ITEM, and ITEM\_VW.
- Various other pieces of information/procedures on how to scan, download, and report came from presentations and poster sessions at EndUser (VUGM) meetings and can be downloaded from EISI's SupportWeb Web site. One regional user group presentation was found in a search of EISI's KnowledgeBase. (I am very grateful to all those who have shared information about the inventory process and procedures.)

*Barcode Data Collection for Inventory: Ensuring Accurate Data, with Minimal Problems* by Timothy G. O'Brien, Thomas S. Power Library, Offutt AFB, Nebraska

*Using a Portable Barcode Scanner to Conduct Collection Inventories* by Christie Nelson and Michael Eason, Everett Community College

*Inventory Procedures* by Shelley J. Schultz, Kirkwood Community College

*Inventory Stories: Two Case Studies* by Shelley J. Schultz, Kirkwood Community College and Richard Palladino, Iona College

- The following MS Access SQLs are queries, with a little modification, from Shelly Schultz and Jimm Wetherbee. They produce reports from each inventory scanning session upload. Copy the queries and paste in the Observer MSAccess database (C:\observer\REPORT). Be sure to name each query exactly as it is listed. (Open MSAccess and choose observer\REPORT. Make sure the queries button is chosen in the “Objects” side bar. Click “New” from the tool bar. Click the “OK” button of the “New Query” dialog box. Click the “Close” button of the “Show Table” dialog box. Click “SQL” from the tool\icon bar. Make sure “SELECT;” is highlighted and paste in the query. Save by clicking the disk icon. Type the name of the query in the “Query Name:” box of the “Save As:” dialog box. Click “OK”. You will see the query added to the list of other queries.)

1.Run the following report first: Do not print this report. It lays the foundation for the next two reports.

\*The call numbers must be entered in normalized call number style. Normalized call numbers have set character spaces that must be maintained for the call numbers to be recognized by the database. For example, the display call number BX8495.M24 must be typed in the Normalized call number column as the following:  
BX 8495        M 24. (Including the right number of character spaces is important.)

### **ITEM\_BARCODE Without Matching BarcodeTable**

```
SELECT ITEM_BARCODE.ITEM_BARCODE, MFHD_MASTER.NORMALIZED_CALL_NO,  
BIB_TEXT.TITLE, BIB_TEXT.AUTHOR, ITEM_VW.ENUMERATION, ITEM_VW.CHRONOLOGY,  
LOCATION.LOCATION_NAME
```

```
FROM (((((((ITEM_BARCODE LEFT JOIN BarcodeTable ON ITEM_BARCODE.ITEM_BARCODE =  
BarcodeTable.BarcodeIn) INNER JOIN ITEM ON ITEM_BARCODE.ITEM_ID = ITEM.ITEM_ID) INNER  
JOIN MFHD_ITEM ON ITEM.ITEM_ID = MFHD_ITEM.ITEM_ID) INNER JOIN MFHD_MASTER ON
```

```
MFHD_ITEM.MFHD_ID = MFHD_MASTER.MFHD_ID) INNER JOIN BIB_MFHD ON
MFHD_MASTER.MFHD_ID = BIB_MFHD.MFHD_ID) INNER JOIN BIB_TEXT ON
BIB_MFHD.BIB_ID = BIB_TEXT.BIB_ID) INNER JOIN ITEM_VW ON (MFHD_MASTER.MFHD_ID =
ITEM_VW.MFHD_ID) AND (ITEM.ITEM_ID = ITEM_VW.ITEM_ID)) INNER JOIN LOCATION ON
MFHD_MASTER.LOCATION_ID = LOCATION.LOCATION_ID
```

```
WHERE (((MFHD_MASTER.NORMALIZED_CALL_NO)>"BF 456" And
(MFHD_MASTER.NORMALIZED_CALL_NO)<"BF 469 S 64") AND
((LOCATION.LOCATION_NAME)="Main Collection") AND ((BarcodeTable.BarcodeIn) Is Null))
```

```
ORDER BY MFHD_MASTER.NORMALIZED_CALL_NO;
```

2. Run the following report second . This query will check for items charged, renewed, and overdue.

(I usually do not print this report.)

\*Remember that the call numbers must be entered in normalized call number style.

### Items Checked Out Within Inventory Range

```
SELECT MFHD_MASTER.NORMALIZED_CALL_NO, BIB_TEXT.TITLE, BIB_TEXT.AUTHOR,
LOCATION.LOCATION_NAME
```

```
FROM (((((ITEM INNER JOIN MFHD_ITEM ON ITEM.ITEM_ID = MFHD_ITEM.ITEM_ID) INNER
JOIN MFHD_MASTER ON MFHD_ITEM.MFHD_ID = MFHD_MASTER.MFHD_ID) INNER JOIN
ITEM_STATUS ON ITEM.ITEM_ID = ITEM_STATUS.ITEM_ID) INNER JOIN BIB_ITEM ON
ITEM.ITEM_ID = BIB_ITEM.ITEM_ID) INNER JOIN BIB_TEXT ON BIB_ITEM.BIB_ID =
BIB_TEXT.BIB_ID) INNER JOIN LOCATION ON MFHD_MASTER.LOCATION_ID =
LOCATION.LOCATION_ID
```

```
WHERE (((MFHD_MASTER.NORMALIZED_CALL_NO)>"BF 456" And
(MFHD_MASTER.NORMALIZED_CALL_NO)<"BF 469 S 64") AND
((LOCATION.LOCATION_NAME)="Main Collection") AND ((ITEM_STATUS.ITEM_STATUS)="2" Or
(ITEM_STATUS.ITEM_STATUS)="3" Or (ITEM_STATUS.ITEM_STATUS)="4"))
```

```
ORDER BY MFHD_MASTER.NORMALIZED_CALL_NO;
```

3. Run this report third . Print this report. It will produce a list of items that were **not** scanned but are in the call number range in your Voyager XXXXdb database.

## Inventory Report Minus Checked Out Items

```
SELECT [ITEM_BARCODE Without Matching BarcodeTable].ITEM_BARCODE, [ITEM_BARCODE
Without Matching BarcodeTable].NORMALIZED_CALL_NO, [ITEM_BARCODE Without Matching
BarcodeTable].TITLE, [ITEM_BARCODE Without Matching BarcodeTable].AUTHOR

FROM [ITEM_BARCODE Without Matching BarcodeTable] LEFT JOIN [Items Checked Out Within
Inventory Range] ON [ITEM_BARCODE Without Matching BarcodeTable].NORMALIZED_CALL_NO
= [Items Checked Out Within Inventory Range].NORMALIZED_CALL_NO

WHERE ((([Items Checked Out Within Inventory Range].NORMALIZED_CALL_NO) Is Null))

ORDER BY [ITEM_BARCODE Without Matching BarcodeTable].NORMALIZED_CALL_NO;
```

- The following two queries will do the same thing as the three above but will not produce a list of items checked out.

## Unavailable Items (Run this query first but do not print.)

```
SELECT ITEM_BARCODE.ITEM_BARCODE

FROM (MFHD_MASTER INNER JOIN MFHD_ITEM ON MFHD_MASTER.MFHD_ID =
MFHD_ITEM.MFHD_ID) INNER JOIN (ITEM_BARCODE INNER JOIN ITEM_STATUS ON
ITEM_BARCODE.ITEM_ID = ITEM_STATUS.ITEM_ID) ON MFHD_ITEM.ITEM_ID =
ITEM_BARCODE.ITEM_ID

WHERE (((ITEM_STATUS.ITEM_STATUS)<>"1") AND
((MFHD_MASTER.NORMALIZED_CALL_NO)>"BX 8495      M 24" And
(MFHD_MASTER.NORMALIZED_CALL_NO)<"BX 9178      M 23"));
```

**Inventory Items not Found** (Run this query second. It will produce a list of items that were **not** scanned but are in the call number range in your Voyager XXXXdb database.)

```
SELECT LOCATION.LOCATION_NAME, MFHD_MASTER.DISPLAY_CALL_NO,
BIB_TEXT.AUTHOR, BIB_TEXT.TITLE, ITEM_BARCODE.ITEM_BARCODE,
MFHD_MASTER.NORMALIZED_CALL_NO
```

```
FROM ((BarcodeTable RIGHT JOIN (((BIB_ITEM INNER JOIN (LOCATION INNER JOIN
(MFHD_ITEM INNER JOIN MFHD_MASTER ON MFHD_ITEM.MFHD_ID =
MFHD_MASTER.MFHD_ID) ON LOCATION.LOCATION_ID = MFHD_MASTER.LOCATION_ID) ON
BIB_ITEM.ITEM_ID = MFHD_ITEM.ITEM_ID) INNER JOIN BIB_TEXT ON BIB_ITEM.BIB_ID =
BIB_TEXT.BIB_ID) INNER JOIN ITEM_BARCODE ON MFHD_ITEM.ITEM_ID =
ITEM_BARCODE.ITEM_ID) INNER JOIN ITEM_STATUS ON MFHD_ITEM.ITEM_ID =
ITEM_STATUS.ITEM_ID) ON BarcodeTable.BarcodeIn = ITEM_BARCODE.ITEM_BARCODE) INNER
JOIN ITEM ON BIB_ITEM.ITEM_ID = ITEM.ITEM_ID) LEFT JOIN [Unavailable Items] ON
ITEM_BARCODE.ITEM_BARCODE = [Unavailable Items].ITEM_BARCODE
```

```
WHERE (((LOCATION.LOCATION_NAME)="Main Collection") AND
((MFHD_MASTER.NORMALIZED_CALL_NO)>"BX 8495 M 24" And
(MFHD_MASTER.NORMALIZED_CALL_NO)<"BX 9178 M 23") AND
((ITEM_STATUS.ITEM_STATUS)="1") AND ((BarcodeTable.BarcodeIn) Is Null) AND
((ITEM.TEMP_LOCATION)="0") AND (([Unavailable Items].ITEM_BARCODE) Is Null))
```

```
ORDER BY MFHD_MASTER.NORMALIZED_CALL_NO;
```

- Create the following query in the regular Voyager MSAccess (C:\Voyager\Access Reports\reports) database and name it **Shelf List by Range for Inventory**. This report will give the number of items that are actually in the database within the call number range of the scanning session. Use it to compare the number of items in your Voyager XXXXXXXdb with the number of barcodes uploaded. If the numbers are different, make a note so that the differences may be addressed and reconciled. (I run this query **before** any of the other queries to make sure I have the normalized call numbers correct. Then I copy and paste the range into all the other queries.)

\*Remember that the call numbers must be entered in normalized call number style.

```
SELECT LOCATION.LOCATION_NAME, MFHD_MASTER.NORMALIZED_CALL_NO,
MFHD_MASTER.DISPLAY_CALL_NO, MFHD_ITEM.ITEM_ENUM, MFHD_ITEM.CHRON,
BIB_TEXT.AUTHOR, BIB_TEXT.TITLE, ITEM_BARCODE.ITEM_BARCODE
```

```
FROM (((BIB_MASTER INNER JOIN BIB_TEXT ON BIB_MASTER.BIB_ID = BIB_TEXT.BIB_ID)
INNER JOIN BIB_ITEM ON BIB_MASTER.BIB_ID = BIB_ITEM.BIB_ID) INNER JOIN
ITEM_BARCODE ON BIB_ITEM.ITEM_ID = ITEM_BARCODE.ITEM_ID) INNER JOIN ((LOCATION
INNER JOIN MFHD_MASTER ON LOCATION.LOCATION_ID = MFHD_MASTER.LOCATION_ID)
INNER JOIN MFHD_ITEM ON MFHD_MASTER.MFHD_ID = MFHD_ITEM.MFHD_ID) ON
ITEM_BARCODE.ITEM_ID = MFHD_ITEM.ITEM_ID
```

```
WHERE (((LOCATION.LOCATION_NAME)="Main Collection") AND
((MFHD_MASTER.NORMALIZED_CALL_NO)>"AC 5" And
(MFHD_MASTER.NORMALIZED_CALL_NO)<"AC 37"))
```

ORDER BY MFHD\_MASTER.NORMALIZED\_CALL\_NO;

### **Preparing the Handheld Scanner**

1. Push the blue button at the front bottom left to turn on the scanner.
2. Using the stylus, touch the “Home” icon.
3. Check the battery indicator at the top of the screen to make sure the battery level is sufficient for scanning.
4. Using the stylus, touch the “Observer” icon.
5. Using the stylus, touch the “Start Scanning” button.
6. Check “Count This Session:” The number should be 0.
7. Give the scanner to the staff member who will scan the next range of collection items.

### **Downloading the Scanned Barcodes and Producing Reports**

1. Check the Inventory Tracking Chart for details on the scanned range of items.
2. Make sure “End Observer” has been selected.
3. Place the scanner in the cradle.
4. Open Circulation module (client), logon, and minimize.
5. Start the Observer Control Uplink module.
6. In the “Report Choices” box, select “New Access Database”. (This can be set as a default setting so that this step will be automatic.)
7. Click “Setup HotSync” button.
8. Click “OK”
9. Push the HotSync button on the scanner cradle. Listen for two sound sequences before moving to the next step.

10. Confirm “HotSync Barcodes Received” in the box at the bottom of the Observer screen.
11. Click “Prepare Barcodes” button.
12. Confirm the scan date. Click “OK”
13. Enter user name in “Scanned By:” box. Click “OK” The user name is the operator’s Voyager User Name.
14. Click “Voyager Upload” button.
15. Enter user’s password in the “Enter Voyager Password for This ID.” Click “OK”
16. The Circulation screen that was minimized will pop up. Carefully watch as the barcodes are scanned into the Circ. module. Be patient. It will be several seconds (10 sec. if you are using the default settings) before anything happens. Once the barcodes begin to scan, allow about 20 minutes for 600 barcodes to upload.
17. If any pop-up boxes appear, like “# of parts of item” or “item on hold”, be sure to press “Enter” **ASAP** to acknowledge. Otherwise the timed input of barcodes will get out of sync. If this happens, the upload of barcodes will continue, but they will not show up on the Circ. screen.
18. If “Item Not Found” message pops up, the barcode will appear on a list in the “badbar.txt” file in Notepad. You do not need to press “Enter”. See step #23.
19. When the barcodes have finished being uploaded, three message boxes will pop up, one at a time.
20. The first pop up will be titled “Browse Uploads finished, Barcodes Processed=”. Compare the number in the message to the Inventory Tracking Chart number. Click “OK”
21. The second pop up will be titled “Browse Uploads finished, Barcodes not found =”. Make a note of the number of barcodes **not** uploaded. Click “OK”
22. Make a note of the number of barcodes needing attention in the “Browse Uploads finished, Barcodes needing attention =” message (the third pop up). Click “OK”
23. If there are problems with the upload, “badbar.txt” Notepad will automatically open with a list. Keep this file open until all the different discrepancies of the upload have been resolved. If it is closed prematurely, right click “Start”, click “Explore”, double click “(C:)”, and double click the “observer” folder. The “badbar.txt” file is in the folder.
24. If a barcode is bad:
  - a. Highlight the barcode in Notepad.
  - b. Press Ctrl + C to copy the barcode **or** right click to highlight the barcode and click “copy”.
  - c. Open the Cataloging module. You will move back and forth between Cataloging and the “badbar.txt” Notepad file.
  - d. Click “Record”.
  - e. Click “Retrieve by Barcode”.

- f. Press Ctrl + V to paste the barcode **or** right click in the box and click “paste”.
- g. Click “Retrieve”.
- h. If a bib record is retrieved, click “Get Item”.
- a. Click “Item” on the Tool Bar, click “View Status”, and look at the status in the top box.
- j. If the item status lists only “Not Charged”, print a copy of the bib record. This item may be missing from the collection.
- k. If an “Item Barcode not Found” message pops up, click “OK” and follow steps in #25 below to figure out to which item the barcode belongs.
- ax. Return to Notepad and make a note beside the bad barcode of pertinent information that will allow you to fix the problem. When the problem is corrected, type a note of explanation, including the date, in Notepad and save, or delete the barcode. (The information in Notepad is cumulative, covering all the scanning sessions. That information, including your notes, is not overwritten with each successive session.)

25. To resolve “Barcode Not Found” or “Item Not Found” issues:

- a. Right click “Start”.
- b. Click “Explore”.
- c. Double click “(C:).”
- d. Double click the “observer” folder.
- e. Double click the “browse-XXXXXXXX.txt” file. It is labeled with a series of numbers. Ex. browse-15914368.txt.
- f. Close “Explore”.
- g. Open the Cataloging module. You will move back and forth among Cataloging, the “badbar.txt” Notepad file, and the “browse-XXXXXXXX.txt” file.
  - all. Return to “badbar.txt” Notepad and highlight the problem barcode.
  - n. Press Ctrl + C to copy the barcode **or** right click and click “copy”.
- h. Return to “browse-XXXXXXXX.txt” and do a find search on the barcode number. Click “Search”, click “Find”, and paste the barcode in the “Find what:” box.
  - a. Click “Find Next” button. (Look in the “Direction” box. The radio button will be by “Down” by default. If the barcode is not retrieved, change the radio button to “Up”.)
  - j. Copy the barcode **before** the highlighted problem barcode.
  - k. Return to the Cataloging module.
- ax. Click “Record” from the Tool Bar.
- all. Click “Retrieve by Barcode”.
  - n. Paste the barcode in the barcode box and click the “Retrieve” button.
  - o. Write down the call number and barcode of the bib record.
  - p. Follow the same steps (**h.** – **o.**) for the barcode right **below** the problem barcode.
  - q. Go to the shelf to locate the two items. The problem item will be between the two.
  - r. Check the item to see if there is an obvious reason why the barcode did not scan properly.

- s. Return to “badbar.txt” Notepad and type the title of the item beside the problem barcode. Include any explanatory notes. Save or delete the barcode.
26. If a barcode(s) is not bad nor is not on the list in the not found box but just is not uploaded by Observer Control, double click the “badbar.txt” file in the c:\observer folder. The barcode(s) will be listed. Investigate why the barcode(s) that was scanned by staff did not upload to Observer.
27. Return to Observer Control and click “Reports”.
28. Two choices will be on the drop down menu: Print Report and View Report. (I usually do not print or view.)
29. Click “Erase Barcodes”.
30. Click “Yes, Erase Barcodes”.
31. Click “OK”
32. Push the HotSync button on the scanner cradle. Listen for two sound sequences before moving to the next step.
33. Look for the message “Palm Barcode Table Reset” in Observer.
34. Click “Return after Erase”
35. Click “Exit”.
36. Open MS Access and double click C:\Voyager\Access Reports\reports in the “Open an existing file” box. (This is your regular Voyager database.)
37. Look for the query named **Shelf List by Range for Inventory**. Click on the query to highlight it.
38. Right click and choose “Design View”.
39. Change the location name in the “Criteria” row of the Location\_Name column to the location of the items scanned.
40. Change the call numbers in the “Criteria” row of the Normalized\_Call column. \*These call numbers must be typed in normalized call number style **not** display call number style. Normalized call numbers have set character spaces that must be maintained for the call numbers to be recognized by the database. For example, the display call number BX8495.M24 must be typed in the Normalized call number column as the following: BX 8495        M 24. (Including the right number of character spaces is important.)
41. Run the query. It will offer a double check on how many records are supposed to be between a beginning call number range and an ending call number range. It will also give pertinent information about collection items. If there is a discrepancy between the number of barcodes scanned and the number of items in the call number range, the titles should show up in the report produced by running the query in step #53. (Save the query and copy the normalized call number range to paste into the queries that follow.)

42. Minimize.
43. Open MS Access and double click C:\observer\REPORT in the “Open an existing file” box. (This opens the database created by Observer Control.)
44. Make sure the “Queries” button is selected in the “Objects” column.
45. Click the **ITEM\_BARCODE Without Matching BarcodeTable** query first, highlighting it.
46. Right click and choose “Design View”.
47. Change the location name in the “Criteria” row of the Location\_Name column to the location of the items scanned.
48. Change the call numbers in the “Criteria” row of the Normalized\_Call column by pasting the normalized call number range you copied from the query in #37-41. Save.
49. Run the query. (You do not need to print the report generated by this query. You will run three queries that build upon each other. The only report you need to print is the third one.)
50. Second, choose the **Items checked out within inventory range query**. Follow steps 46-49.
51. Return to the Circ. screen and scroll through the list of uploaded barcodes, looking for items checked out. Compare the two lists. (This step is optional.)
52. Close Circ.
53. Thirdly, choose and run the “Inventory Report minus checked out items” query. (It does not need the item location or call number range to run.)
54. **Print** this report. It lists those items that may be missing or that are problems. Check the shelves.
55. Close both MS Access screens.
56. Create a C:\My Documents\Inventory files folder. Once created, open it at this step for every scanning session.
57. Open C:\observer folder.
58. Copy the following two files from the C:\observer folder to the C:\My Documents\Inventory files folder to archive each session:
  - browse.mdb
  - browse-XXXXXXXXX.txt
59. Rename the two files by adding an archival name in the following naming convention: date (yyyymmdd)time. Ex. browse-20031218220.mdb
60. Return to C:\observer. Delete the file “browse-XXXXXXXXX.txt”. All the other files will either contain

cumulative information or will be over written by the next upload of barcodes.

61. Close both folders.

62. Prepare the handheld scanner (p. 4) and begin a new scanning session. **–OR–**

63. Store the scanner in the Admin.’s desk drawer.

64. At the end of the inventory process, change the item status for all the items that are not found on the shelves. Follow these procedures:

- a. For items that are missing for the first time, change item status to “Missing”.
- b. For items that are still missing after one year, delete the bib, holdings (MFHDs), and item records from the database.
- c. Pull the shelf list cards of the deleted items and add to the withdrawn file drawer.

### **Inventory Procedures – Staff**

**The following directions are predicated on the books having been shelf read. There should be a wooden book block with a yellow label placed beside the last book checked. If the books have not been shelf read, do not continue with the scanning session.**

Supplies needed:

Handheld scanner

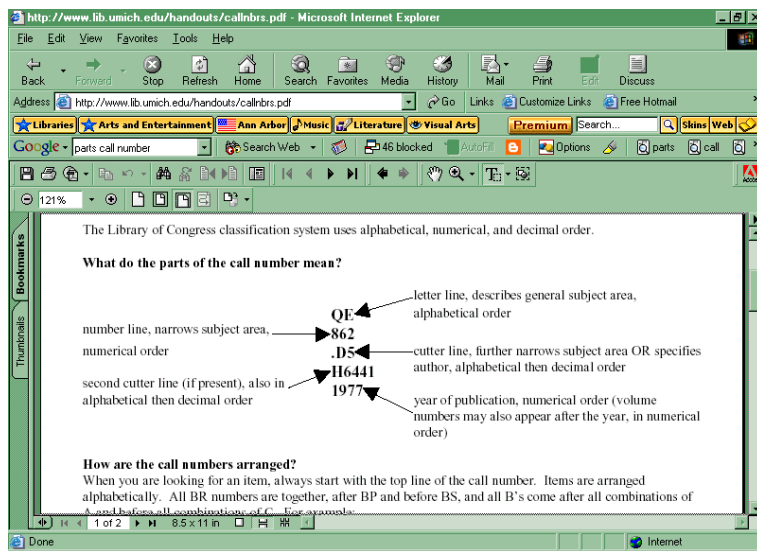
Inventory Folder containing Inventory Tracking Sheets and Inventory Problem Identification

Slips

Pencil

## Book Cart

1. Get the handheld scanner from the Admin. It will be turned on and ready for the scanning session.
2. Check the Inventory Tracking Sheet in the Inventory Folder to see where the person who completed the previous scanning session left off.
3. Decide the next section of books to be scanned. (Do not scan more than 600 to 700 books at one time. Two to three hundred books can easily be scanned in 30 minutes.) Follow the steps listed below to decide which range of books to scan:
  - a. Begin where the person who completed the previous scanning session left off.
  - b. Select a call number range, being careful not to end in the middle of a range.
    1. Scan a whole general subject area letter(s) group, like all the BCs.
    2. If the subject area letter designation is too large, like the LBs, scan a whole number line designation, like all the LB 1051s from A to Z.



4. Write down the complete call number and the barcode number of the first book in the range to be scanned on the Inventory Tracking Sheet. **Please write legibly.**
5. Do not touch the screen of the hand held scanner. Touching the screen will interfere with the ability to scan and gather data.

6. The screen goes blank after the scanner is idle a few seconds, like the screen on your PC. If it goes blank, use the \*stylus to touch the small blue button at the bottom left of the scanner to “wake up” the screen. \*The stylus looks like a skinny, short blue pencil and fits into a slot at the top back of the scanner. When you return the stylus to the slot, be sure it snaps in place.

7. Begin scanning barcodes:

- a. Hold the scanner approximately 3” away from the barcode.
- b. Press either of the blue buttons on the top sides of the scanner.
- c. Move the red beam over the barcode.
- d. A beep will indicate a successful scan and a green light will momentarily appear at the front top of the scanner.
- e. An error sound means the barcode did not scan. Rescan.

8. If you lose your place, look at the front of the scanner. The most recent seven (7) barcodes display on the screen with the last barcode scanned at the bottom of the list. Also, the last barcode scanned is displayed at the bottom of the box (outside the box).

9. If a barcode will not read, pull the book from the shelf, fill out an Inventory Problem Identification Slip, place it in the book, and put the book on the book cart to give to the Admin.

10. If any of the books are in need of repair, **scan the barcode first**, pull the book from the shelf, fill out an Inventory Problem Identification Slip, place it in the book, and put the book on the book cart to give to the Admin.

11. When the designated range as been scanned, complete the Inventory Tracking Sheet except for the last column, which will be completed by the Admin.

12. Touch the “End Observer” button with the stylus.

13. Return the scanner to the Admin. along with the Inventory Folder and any books with problem slips.

\*On the following page is an example of an **Inventory Problem Identification Slip** and an **Inventory Tracking Sheet**.

### **Inventory Problem Identification Slip**

Date \_\_\_\_\_

\_\_\_ needs repair

    \_\_\_ inside

    \_\_\_ outside

\_\_\_ needs barcode label

\_\_\_ call number issue

    explanation:

\_\_\_ other

Barcode scanned?

    \_\_\_ yes

    \_\_\_ no

staff name \_\_\_\_\_

## Inventory Tracking Sheet

Date	Beginning Barcode	Beginning Call Number	Ending Barcode	Ending Call Number	Operator's Name	# scanned	Archive Name  (For Admin. use only)

[Report](#)