

Inventory of the Collection

The collection, as a whole, should be inventoried within 4 years. However, BMPL will not inventory the entire collection at any given time. Therefore individual collections and spot checks should be done in rotation or as needed. Follow these steps:

Use a portable barcode reader or barcode reader connected to a laptop.

Create a txt document using Notepad.

Scan the barcode of each item in the relevant location.

Run the txt file through the ILS's inventory tool.

Items that were not scanned or checked out will be given the status "Missing"

Items that have been "Missing" for 3 years are removed from the catalogue.

Location	Inventory Scheduled	Inventory Completed	
Audio Books (incl DAISY, CDs, Playaways, Children)	2014	October 17, 2014	
Board Books	2014	Dec 5, 2014	18 missing but most v
Children's Music	2014	August 2014	
Music CDs - ADULT	2014	October 31, 2014	47 missing but most w
Oversize NonFiction	2014	January 28, 2015	10 missing
Read & Sing Along	2014		
Reference & Jr Ref & Atlases	2014	Oct 2, 2014	
Seasonal Books	2014		
Storage	2014	August 2014	
Children's Non-Fiction	2015		
Graphic Books (YA & JF)	2015		
Non-Fiction 000s	2015	Feb 3, 2015	4 missing
Non-Fiction 100s	2015	Feb 3, 2015	6 missing
200s	2015	March 17, 2015	10 missing
300-331	2015	March 24, 2015	15 missing but most 10
330-363.24	2015	April 21, 2015	14 missing
363.25-586	2015	May 12, 2015	15 missing but most 10
587-618.242	2015	May 19, 2015	28 missing by most 10,
618.242-634	2015	May 26, 2015	10 missing but most 10
634-635	2015	June 2, 2015	17 missing but most 10
636-639	2015	June 9, 2015	3 missing but two were
640-642	2015	June 23, 2015	14 missing several wer
643-699	2015	July 14, 2015	32 missing but many 10
700-750	2015	July 28, 2015	23 missing about half 1
750-790	2015	August 4, 2015	
000-999		March-October 2018	
YA Fiction	2015	May 18, 2018	
Fiction	2016	October 2018	

Large Print	2016	July 14, 2016
Picture Books	2016	August 10, 2018
Early Readers	2017	
Junior Fiction	2017	
Junior Series	2017	
Archives	2018	
French	2018	
Movies	2018	September 6, 2018
Paperbacks	2018	October 2018