Find the first and last items for the inventory section from the shelves. Write down the call numbers. (Note: Two sections from top to bottom take about 15 minutes to scan and correct misshelving.) Enter the call numbers and your initials in the inventory log at the circulation desk.

**Inventory Definition (item-01).** To start the process, use the Cataloging module, and the dropdown menus at the top: Services/Items/Inventory definition (item-01). This will define your range of items.

- **Output File:** Give it a filename. Use the first 3 letters of your library to begin the name, then the first part of the call number, like CENBF100
- **From Call Number:** Take the call number from your first item, and type the call number in this format. $$hML420.D65$$iC65 2007. Or in the cataloging module, find the item using the barcode. From this item, go to Tab2, **copy** the call number intact with the delimiter and subfield; e.g. $$hML420.D65$$iC65 2007. **Paste** this call number into the From Call Number field.
• To Call Number: Take the call number from your last item, and type the call number in this format. $$hML1711.8.N3$$iM77 2000. Or in the cataloging module, find the item using the barcode. From this item, go to Tab2, copy the call number intact with the delimiter and subfield; e.g. $$hML420.D65$$iC65 2007. Paste this call number into the To Call Number field.

• Choose Call Number Type Library of Congress for BKS or REF. Choose Local Classification for POP.

• Choose First Call No.

• Choose Sublibrary Century Library

• Collection is BKS or REF or BRO (NOTE: Collection is a MANDATORY field. If you don’t fill in this field, the job won’t run.)

• Items status is Books for BKS and Ref for REF. Choose All for POP.

• Click Submit

See an example for the main collection on the next page, an example for reference on the page after that, and an example for the Popular Fiction collection on the third page:
To retrieve the report, go to the Circulation module and click on the icon that is circled. Click on File List under Task Manager.

Refresh the file list until your report appears on the bottom list. Double click on the report to bring it to the top list. Double click on the report in the top list to view it.
Take note of the ‘Shelf Report Number’ given in the results of item-01

12/10/2007
shelf-report-definition-00

---

**Inventory Definition Report**

**Form Date:** 12/10/2007

---

**Inventory Definition parameters:**

<table>
<thead>
<tr>
<th>Shelf Report Number:</th>
<th>SRN-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Call Number:</td>
<td>$$shML420.D65$$ic66 2007</td>
</tr>
<tr>
<td>To Call Number:</td>
<td>$$shML1711.8.N3$$im77 2000</td>
</tr>
<tr>
<td>Call Number Type:</td>
<td>0</td>
</tr>
<tr>
<td>First / Second Call Number:</td>
<td>First</td>
</tr>
<tr>
<td>Sublibrary:</td>
<td>Metropolitan State/St. Paul</td>
</tr>
<tr>
<td>The following item statuses:</td>
<td>Included</td>
</tr>
<tr>
<td>Item Statuses:</td>
<td>ALL</td>
</tr>
<tr>
<td>The following item process statuses:</td>
<td>Included</td>
</tr>
<tr>
<td>Item Process Statuses:</td>
<td>Not in process</td>
</tr>
<tr>
<td>The following material types:</td>
<td>Included</td>
</tr>
<tr>
<td>Material Types:</td>
<td>ALL</td>
</tr>
</tbody>
</table>

---

Use the ‘Shelf Report Number’ to run manual ‘online’ inventory management

To do Inventory Marking, you will need a cart with the following:

- a laptop with Aleph on it
- a barcode scanner
- a mouse
- a pack of Post-It notes
- a pen
Do not run the next report until you are out in the stacks with the laptop cart.

**Inventory Marking.** In the Cataloging module, use the dropdown menu Items/Inventory Marking. This dialog box enables defining various parameters for the Inventory Marking session.

Print Report at End of Session - Checking this check box will enable the receiving of a report at the end of the marking session. The report will include all of the items for which one of the errors that have been selected in the ‘Error Types To Include’ section exists.

When you have finished filling in this form, click **OK**. The window marking boxes will come-up and you are ready to scan the books.
The marking of the found items is done by scanning or entering the item’s barcode. You won’t need to click submit, since the scanner will beep and be ready for the next barcode.  

NOTE: You can only scan the section specified with the barcodes provided in the Item-01 report - beginning and ending barcode numbers of that certain section.

The errors will be reported by either a popup message or a printed report or both, depending on what has been configured at the beginning of the session. Watch the screen for error messages and make the corrections. The laptop will beep when things are scanned and will beep differently when a message pops up.

Here are some of the error messages:

- ‘Item is misshelved’ - The message tells you where it goes, so reshelve it correctly immediately.
- ‘Item is on loan’ – Pull the book, return it in the Aleph Circ module and reshelve.
- ‘Item does not belong to the collection’ - Pull the book, write the error message on a PostIt, put it on the book, and bring book to Tech Services for corrections needed in the database.
- ‘Item is in Lost or Missing’ - Make the item process status correction, since the book is no longer lost or missing. Then shelve the book back into the collection.
- ‘Item is not in the database’ - Pull the book, write the error message on a Postlt, put it on the book, and bring book to Tech Services for corrections needed in the database.
- ‘Item does not belong to shelflist report XXX-X but to previously found item’ – This item was scanned twice or the item is really badly misshelved and belongs in a totally different call number range.

After an error message, click OK to clear the message. Otherwise, you will hear a ticking noise and won’t be able to scan the next barcode until it ends.

When you have scanned the last item in your range, click Close. This ends the Marking session, triggering a printout of the error report, if such a report was requested at the beginning of the session.
Two Reports to Run

To retrieve these reports, you may not want to use the laptop, since other staff computers have more printing options.

Error Report: A known problem is that an extra period appears in the filename extension (.prn). You will need to copy the error file from the print directory on the server and put the file directly in the print directory on your computer. Then you can print as usual.

- Retrieve error file from the server. Use Firefox on a circulation computer, not Internet Explorer.

- Open this page: http://tables.prod19.mnpals.net/u19_1/cen50/print/ You will be asked for a username (01MNL) and password (MANKATO).

- Click on “Last modified” twice to list most recent files first. Look for a file named cenxxx..prn (xxx is the date of the file plus some other system assigned numbers, the wrong extension of ..prn)

- Click on the file and you will see its contents in the browser window

- On the top menu bar, click on File, Save Page As.

- Rename the file with the right extension, which is .prn, not ..prn. (In other words, remove the extra period from the filename extension.)

- Change the “Save as type:” field to “all files”

- Change the “Save in:” field at the top. Choose the C drive, then the AL500_19 directory, then the circ directory, then the files directory, then the CEN50 directory, then the print directory.

- Save the file.
Now you will be able to find and print the file in the Circulation module. To retrieve the report, go to the Circulation module and click on the icon that is circled. Click on File List under Task Manager. Your report should appear in the top half of the screen on the right.

This report will show if the barcodes scanned properly and will allow you to catch problems if you missed the popup screen while you were scanning.

**Inventory Summary (item-09)**

This service creates a summary report of the inventory status. Go to Catologing/Services/Items/Inventory Summary (item-09)

Shelf Report Number:  Same as used above, for example SRN-6.

Report File:  CENInvent followed by start of call number

Sort Report By:  Call number
To retrieve the report, go to the Circulation module and click on the icon that is circled. Click on File List under Task Manager.

Refresh the file list until your report appears on the bottom list. Double click on the report to bring it to the top list. Double click on the report in the top list to view it.

Some things to check with items on this list:

- Check the shelves to see if the books are actually there. You might have missed scanning them.

- **Check the title** if the call number is there. The book might be accidentally mislabeled from our reclass project. You can then go to Aleph, find the real call number for that title, then possibly find another mislabeled book at that call number.

- If the item is really missing, please change the item process status to missing.