

## INVENTORY POLICY

The purpose of an annual inventory is to verify the presence of materials in the collection. Selection and weeding cannot be efficiently accomplished unless the media specialists are aware of the status of all the library materials.

The media center collection is not static; materials get lost and disappear without anyone's knowledge. If inventory is not an ongoing process, items that are lost or stolen are presumed to be in the collection, references to them remain in the catalog, and the library media development cannot be an organized, thoughtful process if present collection status is unknown.

The School District of Bonduel Media Specialists recommend that inventory, which is essential in the evaluation of the school library media program, be taken annually at the close of the school year. This will be accomplished by closing the high school, middle school and elementary libraries two weeks prior to the close of the school year.

### Inventory Procedure

The inventory process begins by using shelf-list cards in exact order by Dewey Decimal classification. The sections to be inventoried are put in the same order as the shelf-list cards, and the shelf-list card is then compared with the actual item on the shelf. This step is accomplished more easily if two people work together. Shelf-list cards for items that are missing from the collection should be identified for further checking or color-coded to denote a missing item for that year. Shelf-list cards for lost or missing books are later removed from the active shelf-list and card catalog.

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