

WALTER SISULU UNIVERSITY LIBRARY STOCKTAKING

BUFFALO CITY CAMPUS – EAST LONDON

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Introduction

- Walter Sisulu University - Buffalo City Campus consists of four libraries: Potsdam, College, Cambridge and Chiselhurst Libraries.
- Campus – Multi branches – Multi locations.
- Stocktaking pilot project done in 2017-2019.
- The software which was used is Circa.
- Circa is a library stocktaking software from Innovative Interfaces.
- Communicates in real time with Sierra database.



Purpose

- To identify gaps and what has been added to the library collection.
- To identify discrepancies in the library collection.
- To recover library items from patrons.
- To ensure that the library catalogue reflects the actual collection.
- To ensure quality control and accuracy of library records.
- To ensure that items are labelled correctly and housed in appropriate collections, which assists accessibility.
- To assist with planning for future collection development.

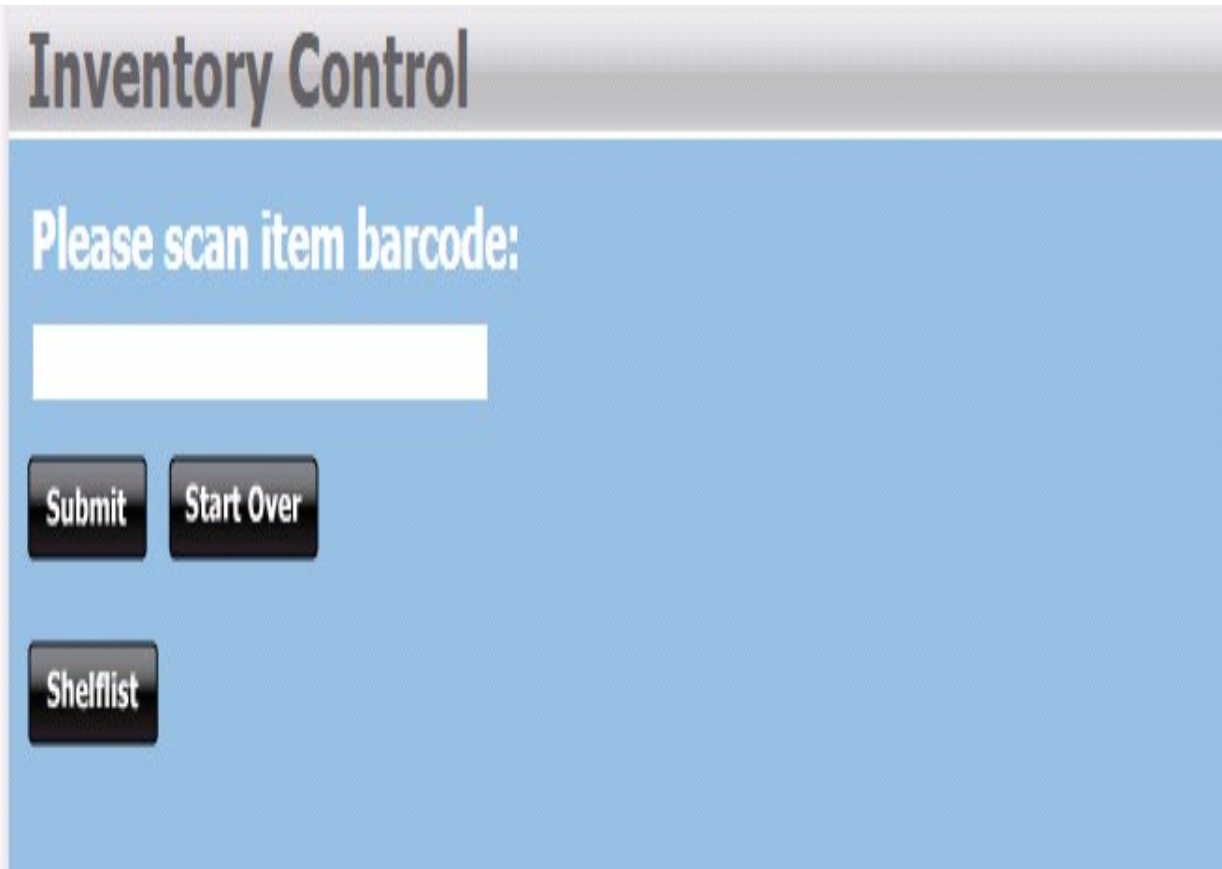
Tools used

- Circa Inventory Software
- Computers
- Barcode Scanners
- Computer desks
- Trolleys
- Stamps
- Barcodes
- Power Extension cords
- Internet Connection
- Library staff

Preparations

- A date was set up for stocktaking.
- Notified the University community.
- Recalled books from library patrons where possible.
- All library staff participated.
- Training of staff.
- Allocated staff members by team.
- Shelf reading.

Procedure



The screenshot shows a software window titled "Inventory Control" with a blue background. At the top, it says "Please scan item barcode:". Below this is a white rectangular input field. Under the input field are two buttons: "Submit" and "Start Over". Further down is a single button labeled "Shelflist".

- Login to Circa with Sierra logins
- Scan the barcode
- Circa will display the status of the item e.g:
 - Available
 - Checked out
 - Missing inventory
 - In transit etc.

Procedure cont.

- Available – The inventory date is automatically updated.

b1800036

AUTHOR Prichard, F. Elizabeth (Florence Elizabeth) <http://id.loc.gov/authorities/names/n85286024>

TITLE Quality assurance in analytical chemistry / Elizabeth Prichard and Vicki Barwick.

ISBN/ISSN 0470012048 (pbk.)

ISBN/ISSN 9780470012048 (pbk.)

ISBN/ISSN 9780470012031

ISBN/ISSN 047001203X

Summary **Record**

Record **i23377926**

Not checked out

i23377926 Last Updated: 03-09-2019 Created: 11-06-2008 Revisions: 139

Item-Level Holds 0	COPY # 1	LCHKIN 03-09-2019	LOCATION
Bookings 0	ICODE1 0	INVDA 24-01-2017	LOANRU
Bib-Level Holds 0	ICODE2 -	IN LOC 49	STATUS

WSU
Walter Sisulu University

Inventory date

Procedure cont.

- Available
- Checked out
- Missing inventory – status changed to available
- In transit – change status on Circa and print in transit slip on Sierra.

Procedure cont.

Updated successfully

Inventory Control

20035534 updated successfully

Applied neural networks for signal...

Please scan item barcode:

Unexpected status

Inventory Control

9800395 updated successfully

Unexpected status; pull this item for correction.

Title Beverage business year book

Barcode 9800395

Call #

Status t IN TRANSIT

Location WSU College Reference

IMessage NO MESSAGE

Message

Note

OPAC ---

Message

Type WSU Reference

ICode2 -

Problems Encountered

- Problems with barcodes
- Spine labels
- Problems with status i.e. in-transit
- Items not found on system
- Tarnished books

Solutions

- Print and paste barcodes – update on database.
- Wrong spine labels were corrected
- Change status accordingly
- Records were created for items not on the system

Challenges with Circa software

- Will not notify if it is duplicate verification
- Slow response with some barcodes
- To proceed you need to press enter to the next barcode

Recommendations

- Policies should be in place i.e. stocktaking and weeding policy.
- Academic staff co-operation is needed.
- A weekly in-transit review file should be done by the Circulation Librarian.
- For missing items, change status to “On Search” for 6 months before marking as withdrawn
- Collaboration between Circulation and Systems Librarian.
- Order new material if there are gaps and if budget allows.



THANK YOU

