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Launching a library inventory project with student workers during a Pandemic

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Launching a library inventory project with student workers during a Pandemic

Presented by Erika Gearing and Lisa Underhill
Johnson & Wales University Library



Fall Semester 2020: Project Planning

Review OCLC Digby training and FAQ information

Request iPad from IT; Digby app installed by IT

Set up project management Google doc spreadsheet

Coordinate Technical Services workflow for problem books

Prepare login and inventory workflow instructions for workstation

Create Digby project channel in Teams to store reports and documentation

Test equipment; connect bluetooth scanner

Train student workers (7)





DIGBY
THE BIGGEST DOG
IN THE WORLD

FROM CONTEMPORARY RELEASING

The Google doc Project Management Hub

Digby Assignments & Tracking Sheet

File Edit View Insert Format Data Tools Add-ons Help Last edit was 54 minutes ago

	A	B	C	D	E	F	G	
1								
2	Day & date	SA Name	Time during your shift you will complete the assignment:	Shelf assignment	Initial here when shelf is completed: example EG (55)	Date completed	Post status note here after each assignment:	Notes from Erika

Student Team Website (private)

- Headcount assignments and data entry form, Digby Assignments
- Opening & Closing Procedures
- Policy Manual
- Textbooks / Course Reserves
- Phones & Library Staff Contact Info
- EMERGENCIES & Safety Training
- Social Media Ambassador
- Team Photos!
- Ask a Student Training
- IT & Printers
- LC Shelving System

HEADCOUNTS & DIGBY TRACKING SHEET

Headcount assignments and data sheet
Digby assignments and tracking sheet

Headcount (Downcity, 2nd Floor)

Your First Name *

How many people in the library? * ⓘ

The Workstation



Digby Inventory Project: Spring Semester 2021

Unlock ipad:

digbyjwu2021@gmail.com



1. Open Digby app

2. Sign-in (all lower case)

barcode:

password:

3. Select Downcity Library

4. Select Inventory Items

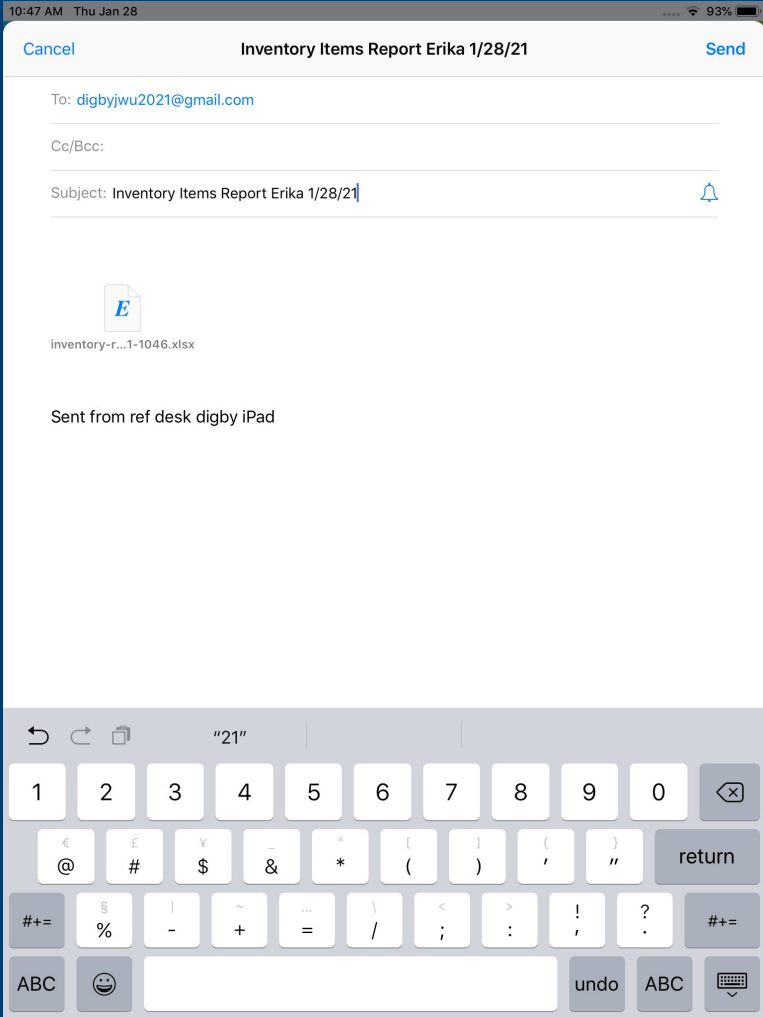


Scanning

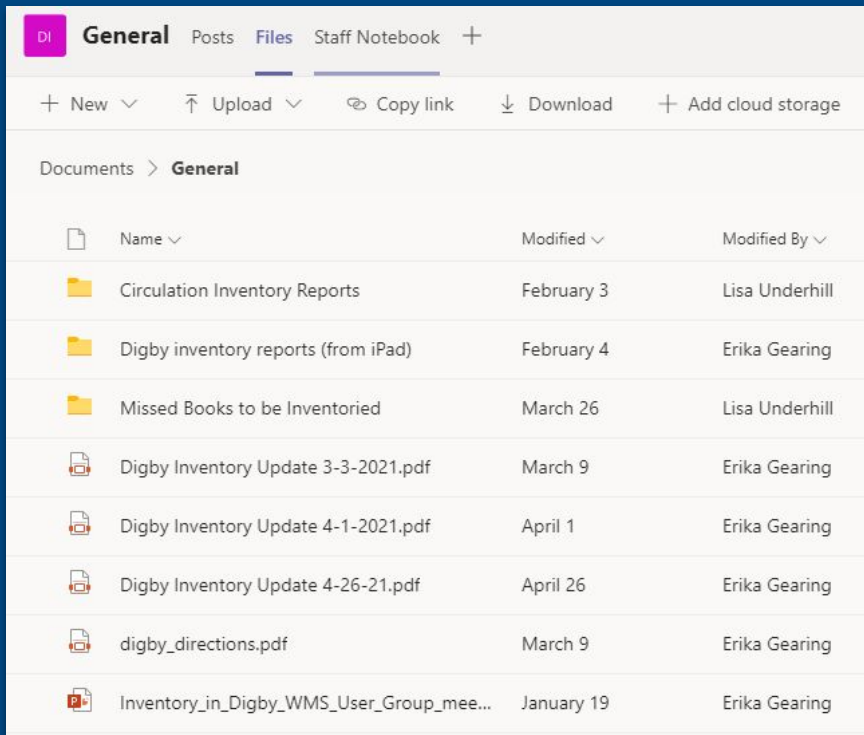
1. Find barcode
2. Position scanner camera over barcode
3. When item is scanned it will appear in the list and a confirmation message will appear in the green bar at the top of the list.

Last steps:

1. Email report to digbyjwu2021@gmail.com
2. Add your name to the subject line
3. Send email
4. Add your initials and date to the Google doc to indicate you have completed the section assigned to you



Students emailed reports to gmail account; these were uploaded to Teams. This was more of an accountability exercise than a necessary step in the process. Reports were uploaded to Teams.





Bookmark Collection



Anna Holmes @annabookwriter · May 1, 2018



Dearest patrons, PLEASE stop using cheese as a bookmark. Please. We give away actual bookmarks for free. Or like use a receipt or something. Just not perishables. #librarylife



John McGraw @mcgrawfeathers

I have experienced the gnawed fried-chickenleg bookmark and never want to again.

3:35 PM · May 3, 2018



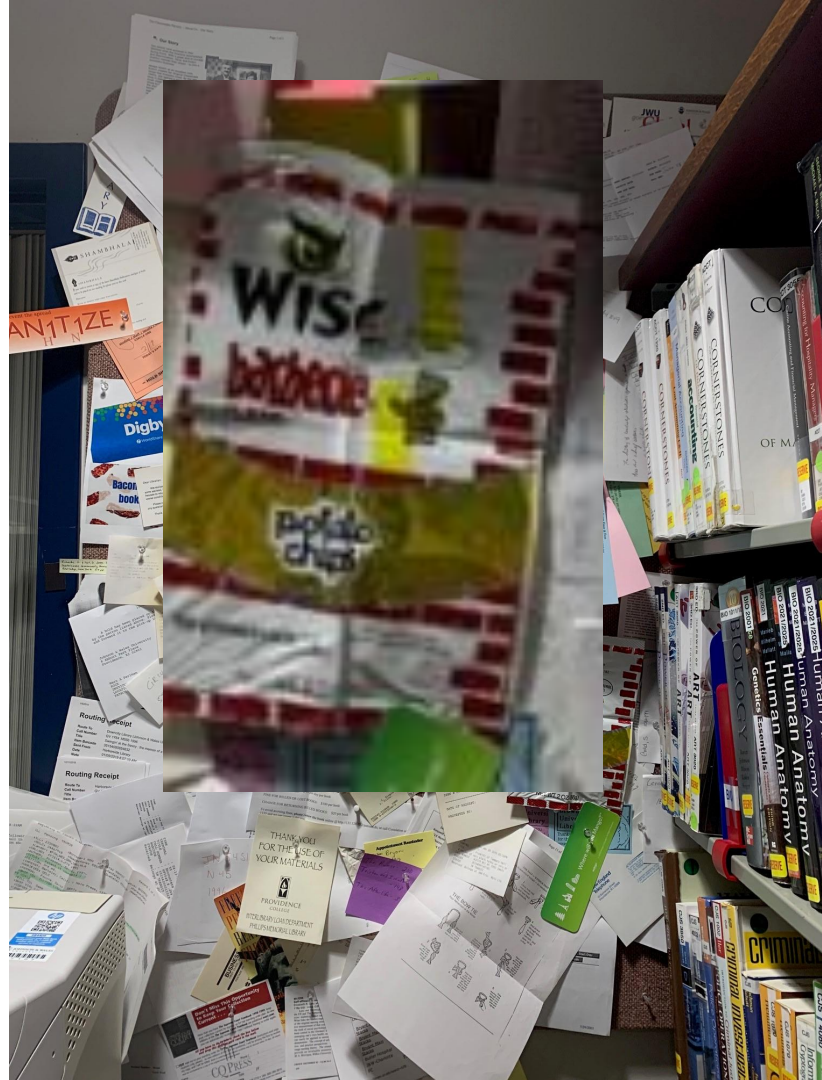
8



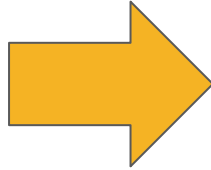
2



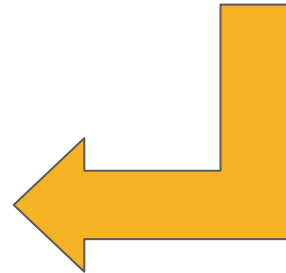
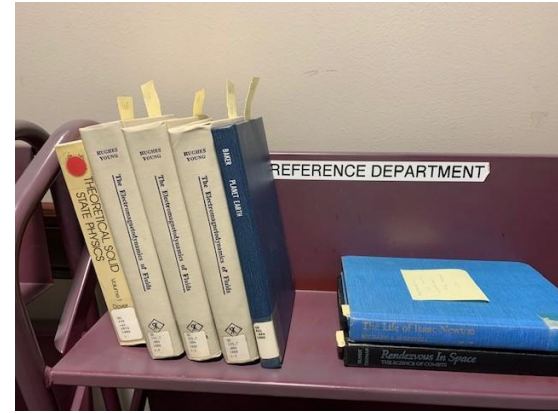
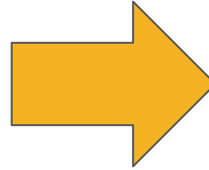
Copy link to Tweet



Workflow for managing problem books



Books verified in WMS before bringing to Tech Services



Technical Services Process

Search title or ISBN in OCLC

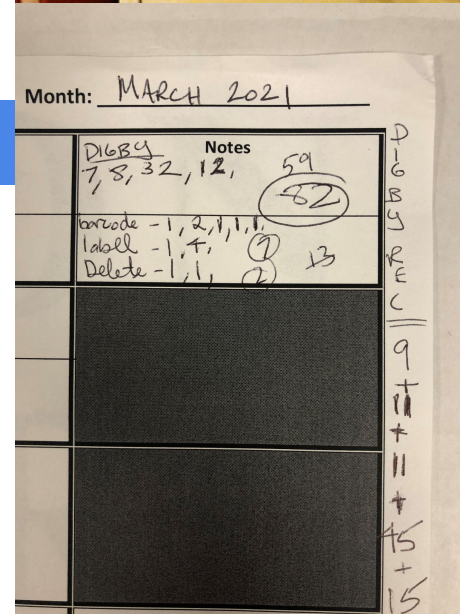
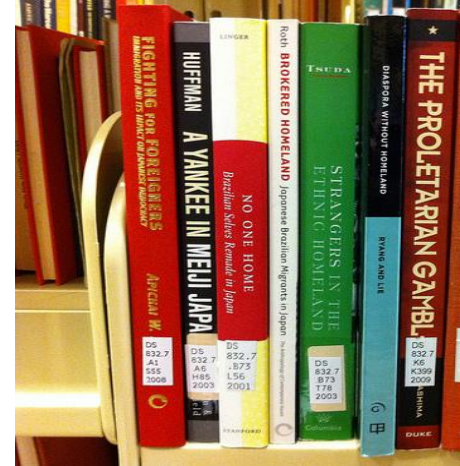
Most often JWU holding lacking → Re-catalog the item

Local Holding Record found → Insert or correct item barcode

Few items set to repair or in the case of instances such as mold set for deletion

Mark statistics

Fix any labeling issues



Managing returned books



Returned books were inventoried before shelving

WMS Circulation Inventory Report

Gather statistics

Determine items not captured during inventory

Create spreadsheets of non-inventoried items for shelf check

Resolve status in WMS

OCLC X Files

Circulation Inventory Report

- Current file available each Sunday
- Import data into spreadsheet
- Large file-allow ample time to download
- https://help.oclc.org/Librarian_Toolbox/Exchange_files_with_OCLC/Get_started/About_exchanging_files_with_OCLC

The screenshot shows the FileZilla application window. The Site Manager dialog box is open, displaying the configuration for a new site. The 'General' tab is selected, showing the following settings:

- Protocol: SFTP - SSH File Transfer Protocol
- Host: filex-m1.oclc.org
- Port: 22
- Logon Type: Normal
- User: wx_pjw
- Password: [masked]
- Background color: None
- Comments: [empty text area]

Buttons for 'New site', 'New folder', 'New Bookmark', 'Rename', 'Delete', and 'Duplicate' are visible in the Site Manager. The 'Connect' button is highlighted in the dialog box. The background shows the FileZilla interface with a menu bar (File, Edit, View, Transfer, Server, Bookmarks, Help) and a toolbar. The status bar at the bottom indicates 'Server/Local file', 'Dire...', 'Remote file', 'Size', 'Prio...', and 'Status'.

Partial screenshot of a table with the following columns: size, Filetype, Last mod..., Permis..., Owner/... The table content is mostly obscured by the Site Manager dialog box.

File Home Insert Page Layout Formulas Data Review View Acrobat Tell me what you want to do... Lisa Underhill

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 A A Wrap Text General \$ % .00 .00 .00 Conditional Formatting Format as Table Cell Styles Insert Delete Format AutoSum Fill Clear Sort & Find & Filter Select

	S	T	U	V	W	X	Y	Z	AA	AB	Lar
	Item_Due_Date	Item_Issued_Count	Issued_Count_YTD	Item_Soft_Issued_Count	Item_Soft_Issued_Count_YTD	Item_Last_Issued_Date	Item_Last_Inventoried_Date	Item_Deleted_Date	LHR_Date_Entered_on_File	LHR_Item_Acquired_Date	
1											
2		1	0	0	0	5/8/2002 0:00	4/2/2021 15:05		9/17/2016		en
3		2	0	0	0	4/13/2009 0:00	4/2/2021 15:05		9/17/2016		en
4		2	0	0	0	4/27/2009 0:00	4/2/2021 15:05		9/17/2016		en
5		3	0	0	0	8/1/2008 0:00	4/2/2021 15:05		9/17/2016		en
6		3	0	0	0	3/15/2005 0:00	4/2/2021 15:04		9/17/2016		en
7		1	0	0	0	5/15/2007 0:00	4/2/2021 15:04		9/17/2016		en
8		2	0	0	0	3/20/2015 0:00	4/2/2021 15:04		9/17/2016		en
9		2	0	0	0	5/6/2013 0:00	4/2/2021 15:04		9/17/2016		en
10		0	0	0	0		4/2/2021 15:04		9/17/2016		en
11		0	0	0	0		4/2/2021 15:04		9/18/2016		en
12		4	0	0	0	5/7/2007 0:00	4/2/2021 15:04		9/17/2016		en
13		2	0	0	0	5/3/2011 0:00	4/2/2021 15:03		9/17/2016		en
14		2	0	0	0	9/4/2019 13:02	4/2/2021 15:03		9/17/2016		en
15		2	0	0	0	1/17/2006 0:00	4/2/2021 15:02		9/17/2016		en
16		2	0	0	0	2/11/2005 0:00	4/2/2021 15:02		9/17/2016		en

Sort spreadsheet to capture items without inventory date/time stamp

	A	B	C	D	E	F	G	
1	Item_Holding_Location	Item_Permanent_Shelving_Location	Item_Temporary_Shelving_Location	Item_Type	Item_Call_Number	Item_Enumeration_and_Chronology	Author_Name	Title
2	PJWA	Circulating Collection		VOLUME	N31 .T4 1988		Read, Herbert,Stangos, Nikos.	The Thames and Hudso
3	PJWA	Circulating Collection		VOLUME	N31 .R8		Runes, Dagobert D.; Schrickel, Harry G.,	Encyclopedia of the arts
4	PJWA	Circulating Collection		VOLUME	MT 892 .C73 1993		Craig, David,	A performer prepares :a
5	PJWA	Circulating Collection		VOLUME	MT 870 .O86 1986		Ottman, Robert W.	Music for sight singing /
6	PJWA	Circulating Collection		VOLUME	MT 820 .B94		Burgin, John Carroll,	Teaching singing /
7	PJWA	Circulating Collection		VOLUME	MT 420 .S35 1991		Schuller, Gunther,	Horn technique /
8	PJWA	Circulating Collection		VOLUME	MT 351 .R72 1986		Rowland-Jones, Anthony.	Recorder technique :int
9	PJWA	Circulating Collection		VOLUME	MT 260 .S99 1979		Szigeti, Joseph,; Hughes, Spike,	Szigeti on the violin /
10	PJWA	Circulating Collection		VOLUME	MT150 .B74 1975		Bamberger, Jeanne Shapiro.; Brofsky, How	The art of listening :dev
11	PJWA	Circulating Collection		VOLUME	MT 145 .B425 B4 1994		Winter, Robert,Martin, Robert L.,	The Beethoven quartet
12	PJWA	Circulating Collection		VOLUME	MT 125 .B44 1995		Berger, Melvin.	The Anchor guide to orc
13	PJWA	Circulating Collection		VOLUME	MT 100 .W2 N53 1991		Newman, Ernest,	The Wagner operas /
14	PJWA	Circulating Collection		VOLUME	MT 100 .V47 O8 1977		Osborne, Charles,	The complete operas of
15	PJWA	Circulating Collection		VOLUME	MT 100 .P95 A8 1985		Ashbrook, William,	The operas of Puccini /
16	PJWA	Circulating Collection		VOLUME	MT 100 .M76 O8 1983		Osborne, Charles,	The complete operas of
17	PJWA	Circulating Collection		VOLUME	MT95 .S59		Simon, Henry W.	100 great operas and th
18	PJWA	Circulating Collection		VOLUME	MT95 .K52 1987		Kobbe□, Gustav,; Harewood, George Heni	The definitive Kobbe□'
19	PJWA	Circulating Collection		VOLUME	MT 95 .B3 1975		Balanchine, George.; Mason, Francis,	101 stories of the great
20	PJWA	Circulating Collection		VOLUME	MT 92 .M14 C66		Coakley, David,	Gustav Mahler an intro

Hello Everyone!

I wanted to share the inventory project data Lisa Underhill provided for April thus far:

Items inventoried: 7,870 (this brings the total to 63 shelves completed and 28,555 items inventoried since January!)

Items routed to Tech Services: 63

- 45 re-added to catalog
- 6 barcode fixes
- 3 label fixes
- 8 flagged for repair
- 3 discarded

To date there have been 13 items returned to Harborside library. Inventory and shelving of returned items only will continue through next week. The summer student team will resume shelf assignment inventory at the start of summer term.

Thank you to everyone involved for their dedication to the project!

Sincerely,
Erika

Monthly status reports emailed to library staff and student team members.

So many items found and returned!

Each is like a little friend returning home 😊

Fantastic team effort!



Wow! So awesome!

Wow, this represents an amazing amount of time and effort!

Magnificent job all around! Thank you

Resources

 oclc: Digby® app FAQ

 oclc: Inventory

 oclc: Support pages

 oclc: About exchanging files with OCLC





D-10. Billy (RICHARD BEAUMONT) and Jeff (JIM DALE) are the first to find Digby, who has run away from his kidnapers in DIGBY, THE BIGGEST DOG IN THE WORLD. Produced by Walter Shenson, "DIGBY" is presented by City Investing Films, directed by Joseph McGrath with Irwin Marguiles as executive producer. Distributed by Cinerama Releasing.

Thank you for joining
us today!

Any questions?