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**10****STOCK RECORDS**

An accurate record of library resources held is required for purposes of accountability. This record provides information on the resource collection so that it may support the achievement of student outcomes within the school, and assists with planning for future collection development. This information also provides evidence of purchases to date, and helps to ensure insurance is adequate.

**10.1 REPORTS**

The automated system is capable of producing numerous reports on stock held.

**10.1.1 Collection Mapping**

Reports on holdings are available according to predetermined fields such as:

- ◆ accession number;
- ◆ author;
- ◆ title;
- ◆ call number;
- ◆ publisher;
- ◆ series, and
- ◆ subject.

Other reports possible through the automated system may relate to location, status, desiderata lists, and loan histories.

Bibliographic records of items may be printed as required.

Stock reports assist by providing an accurate record of items held which may be used in assessing the adequacy of the collection in relation to specific school curriculum needs. This mapping of the collection is very useful in assisting with budgeting for future resource needs.

**10.1.2 Insurance**

Reports on the cost of stock held are required for insurance purposes.

Library resource centre staff may select reports which sum the total cost of items entered according to format, or may wish to have the automated system total the number of items in particular sites and use current average prices for resources (provided annually by CMIS) to calculate their replacement cost. Refer to:

<http://www.eddept.wa.edu.au/centoff/cmisis/lib2.htm>

In addition, inventories of equipment held may be required by the school administration.

**10.1.3 Stock-take**

Reports associated with the stock-take ensure the database is an accurate representation of actual stock held and may assist with planning for the replacement of lost or missing resources.

**10.2 STOCK-TAKE**

A stock-take of the collection is a check on the holdings and assists library resource centre staff in recognising items which are missing.

Stocktaking using an automated system is easily carried out and may be conducted for the whole collection or a specified part, e.g. fiction, reference, 800s, etc., even when the library resource centre is fully operational.

A report on the missing items can be generated for referral and further checking, and steps may be taken to alter the status of items, which are missing, or to remove surplus records from the database. Refer to the automated system manual for the procedure.