

QUT Library Collection Development Manual

4. Collection Management

4.10 Stocktake

Identification block

QUT Library Collection Development Manual	
4.10. Stocktake	
Contact Officer	Associate Director, Library Services (Information Resources)
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Policy statement

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4.10 Stocktake

1. Objectives of the stocktake process

The Library Stocktake is intended to maintain the quality and accessibility of collections for users. Specifically, the stocktake:

- Ensures that the Library catalogue is an accurate record of the holdings of materials
- Alerts the Library to materials missing from the collection, thus setting in train a process for replacement of important relevant items
- Alerts Library clients to items that may be missing from the collection

2. Scheduling of stocktakes

QUT Library has a triennial program of stocktaking for Branch collections (excluding serials). Branches undertake stocktaking in the following order:

- Carseldine/Law
- Kelvin Grove
- Gardens Point
- Caboolture

Stocktake takes place during the year at the most convenient time for the branch concerned. The larger branches will undertake the majority of the stocktake at the end of the second semester.

3. Responsibility for the stocktake process

Overall carriage of the stocktake project is the responsibility of the Lending Services Coordinator who consults with Branch Library Managers, Library Services Managers and Lending Services Supervisors. Recruitment of casual staff and supervision of day to day operations is carried out by a staff member nominated by the Branch Library Managers.

The Library Systems Group is responsible for technical support for the stocktake.

Stocktake rostered shifts may be allocated to all Library staff and should not be seen as the particular responsibility of User Services staff. The Library Services Manager is responsible for drawing up rosters.

The Library Resources Services Manager is responsible for the cleanup of any bibliographic problems identified during the stocktake.

4. Stocktake reports

4.1 Missing items Report

A report of items identified as missing in a stocktake is produced by the Lending Services Coordinator or nominee. The report is checked against the shelves before items are given a status of "missing" in the catalogue.

A subsequent list of items missing at the stocktake is generated in July of the following year, and rechecked on the shelves. After the second check is completed, items that remain missing at that branch are updated to a status of "withdrawn", and the Lending Services Coordinator or delegate sends a report of the titles to Branch Library Manager. Branch Library Managers are responsible for reviewing these lists and ensure decisions are made on which items should be reordered. Lists of items to be reordered are forwarded to Branch reference staff for action.

All items marked withdrawn, including those to be reordered are removed from the Library System by Library Resource Services staff as part of their regular schedules.

4.2 Stocktake Report

The nominated Library Services Manager, in consultation with the Lending Services Coordinator, writes a brief report on the stocktake by the end of January of the year following the stocktake, using the attached template. This report is to be reviewed by IRMG at its February meeting . Any funds requested in the recommendations to improve the stocktake process, can be considered during the first round of bids for the Library's project or equipment funds in March of the year following the stocktake. The report will be distributed by the Lending Services Coordinator to the:

- Lending Services and Document Delivery Group
- Branch Library Manager
- Associate Director, Library Services (Information Resources)
- Information Resource Management Group
- Director, Library Services

Modification history

Date	Sections	Source	Details
25 Sept 2007	Section 2 , 3 , 4.2.	Assoc Dir (IR) via IRMG IRMG reviewed need for stocktakes and agreed to continue based on good service for clients and requirements under Qld Treasury. Guidelines for Library Collection Valuation.	Sect 2 – Flexibility in timing of stocktakes Section 2 – addition of Caboolture Sect 3 – Change of titles for responsibility Sect 4.2 – Change of title Other changes minor of a textual nature

Percentage of collection missing over time

Branch	1999	2000	2001	2002	2003	2004	2005	2006
Carseldine		1.4			1.22			
Gardens Point	2.1			1.0			2.0	
Law								
Kelvin Grove			1.8			2.0		

4.4. Number and type of bibliographic problems:

- X Problems
- Y Withdrawn
- Z sent to LRS

5. **Staffing**

5.1. Staffing for the Stocktake was drawn from:

5.2. Supervisors were:

Overall co-ordination was handled by X(Lending Services Coordinator) and Y (Library Services Manager, Branch)

Any problems with staffing or rosters?

6. **Health and Safety**

How was it managed? Any issues?

7. **Workflows**

8. **Costs**

9. **What worked**

10. **Problems relating to any aspect of the stocktake – planning, implementation, staffing etc.**

11. **Conclusion and recommendations**

Name

Library Services Manager