QUT Library Collection Development Manual

4. Collection Management

4.10. Stocktake

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- **Contact Officer**: Director, Library Services
- **Approval Authority**: Library Leadership Team
- **Approval Date**: July 2016
- **Date of Next Review**: July 2019

Policy Statement

1. **Objectives of the stocktake process**

   The Library Stocktake is intended to maintain the quality and accessibility of collections for library clients. 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 instigating a process for replacement of important relevant items
   - Alerts Library clients to items that may be missing from the collection
   - Removes missing items for the Library catalogue

2. **Scheduling of stocktakes**

   QUT Library has a sexennial program of stocktaking for Branch collections. Branches undertake stocktaking in the following order:
   - 2017 Kelvin Grove
   - 2018 Gardens Point
   - 2019 Law
   - 2020 Library Store(s)

   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 responsibility for the stocktake project is the responsibility of the Collection Access Supervisor or delegate of each branch library who consults with Branch Library Managers, Library Services Managers and other Collection Access Supervisors. Library Resource Services is responsible for technical support for the stocktake.

   Stocktake rostered shifts are allocated to Collection Access staff and may include staff from other campuses. The Collection Access supervisor or delegate is responsible for drawing up rosters in consultation with their counterpart at other campuses.

   The Library Resources Team Leader is responsible for any bibliographic problems identified during the stocktake.

4. **Stocktake completion**

   **4.1. Missing items list**

   A list of items identified as “not sighted” in a stocktake is produced by the Collection Access supervisor or delegate. The list is checked against the shelves before items are given a status of “missing” within the Library catalogue.

   A subsequent and final list of items missing at the stocktake is generated in July of the following year (or six months after the Stocktake), and rechecked on the shelves. After this final check is completed, items that remain missing at that branch are updated to a status of “withdrawn”, and the Collection Access supervisor or delegate will produce a list of the titles for the Branch Library Manager. Branch Library Managers are then responsible for ensuring that any high-use or significant items are reordered.

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

   **4.2. Stocktake report**

   The Collection Access Supervisor, or delegate, writes a brief report on the stocktake by the end of January of the year following the stocktake, using the attached template. The report will be submitted by the relevant Collection Access Supervisor or delegate to IRC at the February meeting where any recommendations to improve the stocktake process, will be considered.
QUT Library Collection Development Manual

Stocktake Policy Appendix 1

STOCKTAKE REPORT, Year

Location

EXECUTIVE SUMMARY

RECOMMENDATIONS

1. Branch Library:

2. Dates of stocktake:

3. Scope of the Stocktake:

4. Statistics

4.1. Total number wanded:

4.2. Number missing and as a % of the total collection wanded:

(number of items 'not sighted' during initial stocktake)
(number of items missing after final six month check)
(% of collection missing after final six month check)

5. Staffing

5.1. Staffing for the Stocktake was drawn from:

5.2. Supervisors were:

Overall co-ordination was handled by X (Collection Access supervisor) or Y (delegate).

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
## Modification History

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<th>Date</th>
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| 25 September 2007| Sections 2, 3, and 4.2 | Assoc Dir (IR) via IRMG | Sect 2 – Flexibility in timing of stocktakes  
|                  |          | 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. | 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 |
| January 2013     | 2        | ADIRRS via IRC and LLT       | Change to 6 year schedule |
| November 2013    | 2        | LCAS GP via IRC              | Confirmed 6 year schedule |
| 23 December 2013 | All      | DLS (Acting)                 | Executive approval |
| 23 December 2013 | All      | PA to Associate Director      | Format overhaul in accordance with new Library look and feel |
|                  |          | Library Services             |                                                          |
| 30 Jun 2016      | All      | LCAS GP via IRC              | Full review of document as part of IRC schedule |
| March 2018       | 2        | LRSM                          | Update to remove Caboolture  
|                  |          |                              | Executive approval |