

BCA Inventory Report

- Is located in Catalog-Item folder in Shared Reports, named **Inventory Report**
- Select your library (you can run the report at this point and save it so that your branch is always selected.)
- Select one, some or all of the Item Collection (Home location) descriptors
- Report includes: Item collection, Item call number, item barcode, catalog title, Last inventory date and Last activity date

Excludes items with a status of: *barcgrave, bindery, canc-order, checkedout, damage, discard, EPLILL, ILL, Incomplete, Inprocess, internet, lost, lost-assum, lost-claim, missing, on-order, ref-order, stolen.*

Item Created Date, Item Last Inventory Date and Item Last Activity Date are less than July 1, 2016.

How to use the report

The recommendation is to run the report with all the Item Collection selected and then quickly look for blocks of the collection that have not been inventoried since June 30, 2016 that are substantial compared to what you know your approximate collection size to be.

1900-01-01 as a date means no activity has occurred.

An example of a likely section of collection not inventoried yet in the 2016-17 cycle. The 4th column is the date last inventoried and the final column is last activity date. You can see that multiple more or less contiguous items in the collection have not been inventoried. As this was pulled from a smaller branch and the list includes over 100 items, there is an increased likelihood that Music CDs have not yet been inventoried. You may know that you haven't done this inventory yet or, you may think you have and this could indicate that there is a problem.

CD BLUES BUC	31221081094752	Down home live!	2016-01-25	2016-02-10
CD BLUES FLA	31221106755338	Vintage love	2015-09-01	2015-09-01
CD BLUES HIL	31221107220308	The brand new Z.Z. Hill	2015-06-02	2015-12-07
CD BLUES MAT	31221112589960	Jimmy the Kid	2016-06-13	2016-06-28
CD BLUES PAY	31221107692878	Stares & whispers	2015-08-18	2015-12-02
CD BLUES SIN	31221114050508	Street corner history	2016-04-18	2016-06-01
CD CLA VOC/CH REL	31221062638478	Thine angels spirits	2015-09-01	2015-09-01
CD COUNT BUS	31221112452763	Southern gravity	2015-07-29	2016-06-14
CD COUNT GRE	31221112512715	Ringling Road	2016-01-25	2016-05-31
CD COUNT RIC	31221112588699	Thirteen cities	1900-01-01	2016-04-30
CD COUNT SIN	31221114463974	That's why I sing this way	1900-01-01	2015-12-24
CD COUNT TYS	31221112558627	Carnero Vaquero	1900-01-01	2016-01-08
CD DANCE MOU	31221107523370	Cold spring fault less youth	2016-01-13	2016-05-29
CD FOLK AUF	31221081008216	Plus live que jamais	2015-09-01	2015-09-01
CD FOLK CLE	31221107025723	Still fighting the war	2015-09-01	2016-04-11
CD FOLK FRE	31221098924348	L'homme qui a vu l'ours	2015-09-01	2016-06-09
CD FOLK LOC	31221114050110	Unconditional	2015-09-01	2015-09-01
CD FOLK LUL	31221106345072	Passerby	2015-09-01	2016-02-14
CD FOLK PER	31221099087335	Perpetual e-Motion	2015-06-04	2016-04-27
CD FOLK WAI	31221100242853	Older than my old man now	2015-06-07	2016-05-10
CD INSTR BAN	31221107202330	Pride of the nation	2015-08-19	2016-03-25

Another example of a potential non-inventoried collection in a smaller branch.

Chinese HUA	31221105383413	Ni shi wu fa ti dai de feng jing /	2015-09-30	2015-09-30
Chinese HUD	31221092216469	Wo men lian ai ba = Let's fall in love /	2015-09-30	2016-03-01
Chinese HUS	31221079392234	Duan xian / Lignes de faille / Nancy Huston.	2015-09-30	2015-09-30
Chinese KON	31221096477687	Ni shi wo, bu neng yan shuo de shang /	2016-04-23	2016-06-18
Chinese LI	31221097707488	Han shi qiao zuo nu /	2016-04-23	2016-06-18
Chinese LIA	31221086976672	Xun zhao zhen ai de mo fa /	2015-09-30	2016-03-01
	31221086977092	AI qing zhi tong yao /	2015-09-30	2016-03-01
Chinese LIH	31221092308472	Bai quan nu de mei li chun tian = Defeated queen's spring /	2015-09-30	2015-09-30
	31221086424293	Tian shi zhi yan /	2015-09-30	2016-03-01
	31221086425993	Wei wan cheng de xie hou /	2015-09-30	2015-09-30
	31221086995201	Lian zhi qi ii /	2015-09-30	2016-03-01
Chinese LIN	31221096453159	Yang tai shang de Maqielite /	2015-09-30	2015-09-30
	31221097683457	Shi jian long /	2015-09-30	2015-09-30
	31221097698133	Li ji de qing chun /	2015-09-30	2015-09-30
	31221105406016	Wo yao wo men zai yi qi = Together /	2015-09-30	2015-09-30
Chinese LUO	31221105394949	AI zai shi guang shen chu zhan fang = Ai zai shi guang shen chu zhan fang /	2015-09-30	2015-09-30
Chinese MEN	31221097709260	AI bu ji de wo de ni /	2015-09-30	2015-09-30
Chinese MIN	31221096474551	Wei le N /	2015-09-30	2015-09-30
Chinese MUR	31221092338131	Ting feng de qe = Kaze no uta o kike /	2015-09-30	2015-09-30
Chinese SHI	31221105387299	Jiu suan bu neng yu ni dao zui hou /	2015-09-30	2015-09-30
Chinese TAN	31221092343933	Ce shen yu jian ni /	2016-04-23	2016-06-18
Chinese YE	31221099809563	Zhuan yan, qing chun san chang = Instantly, the youth is end /	2015-09-30	2015-09-30
Chinese YUE	31221099808912	Zhong dian zhi qian = Before the finish /	2015-09-30	2015-09-30
Chinese ZEN	31221086802514	Sheng ming zou ming qu /	2015-09-30	2015-09-30
Chinese ZHA	31221085711179	AI shi bu mie /	2015-09-30	2015-09-30
Chinese ZHA v.1	31221079292863	Jiao huan xing ye de nu hai /	2015-09-30	2015-09-30
Chinese ZIY	31221097677004	Zai zui mei de shi guang yu jian ni / Time to meet you in the best / Ziyao works.	2015-08-11	2016-04-26

OTHERLANG

Below is another example from a different branch, if the location was very small, it might be worth taking a quick look to see if inventory was missed. However, this is from a large branch so these are most likely items that are no longer on shelf, so a larger branch would ignore these results.

004.1675 HIC GOO	31221099895178	HIC: I number for gummies /	2016-04-03	2016-04-03
004.1675 IPA BAL 2012	31221102109746	iPad quicksteps /	2016-04-03	2016-04-03
128.2 THO	31221102958126	Understand philosophy of mind /	2014-11-07	2015-07-21
306.9 LOV	31221110323701	Rest in pieces : the curious fates of famous corpses /	2015-12-10	2016-06-27
352.4097123 EDM 2013	31221107984598	Financial report to citizens : for the year ended December 31, /	2015-05-26	2015-12-18
362.50257 TOU 2016	31221111921107	The tough times handbook : Edmonton.	1900-01-01	1900-01-01
362.7082 DIR 2011	31221107867488	Directory of youth services /	2015-05-01	2015-05-04
363.325 HER	31221097742493	The next wave : on the hunt for al Qaeda's American recruits /	2016-04-10	2016-04-10
468.242 SPA	31221102149668	Spanish phrase book & dictionary.	2015-06-03	2016-01-28
491.78342 ROU 2012	31221099724622	The rough guide Russian phrasebook /	2015-04-27	2016-06-06
550.3 KUS	31221076089924	Encyclopedia of earth science /	2016-01-11	2016-03-21
598.09711 SEP	31221070649194	Common birds of British Columbia /	2015-04-27	2016-05-15
614.563 WAS	31221101334691	Rabid : a cultural history of the world's most diabolical virus /	2016-04-03	2016-04-20
617.74205 REL	31221108464566	Second suns : two doctors and their amazing quest to restore sight and save lives /	2015-04-17	2015-08-08
635.9772 NOR	31221108896585	The complete practical encyclopedia of bonsai /	2015-06-05	2016-06-24
641.2205 JOH 2015	31221111544131	Hugh Johnson's pocket wine book.	2016-04-18	2016-04-18
641.692 KOC	31221097131804	Fish Indian style /	2015-04-27	2016-04-26
641.8653 GOO	31221096996629	Good housekeeping brownies! : favorite recipes for brownies, blondies & bar cookies.	2015-05-05	2015-08-08
647.95023 SMI	31221093469489	Culinary careers : how to get your dream job in food, with advice from top culinary professionals /	1900-01-01	2015-12-05
658.8 LAN	31221098823987	Visual marketing : 99 proven ways for small businesses to market with images and design /	2014-08-13	2015-11-20
746.46 MCN	31221108374088	Inspired by Zentangle : fabric arts, quilting, embroidery /	2015-05-08	2016-06-27
746.46041 CHI	31221077750326	Elm Creek quilts : quilt projects inspired by the Elm Creek quilts novels /	2016-05-09	2016-05-09
796.334 TOR	31221097132679	Torres - el Niño : my story /	2014-12-03	2015-08-12
796.815 SOB	31221111471194	MMA now! : the stars and stories of mixed martial arts /	2015-04-27	2015-08-19
818.602 WOL	31221103014556	It takes balls : dating single moms and other confessions from an unprepared single dad /	2016-05-02	2016-05-02
818.603 MOR	31221114905115	Bobby wonderful : an imperfect son buries his parents /	2016-05-02	2016-05-02
919.404 DON 2010	31221105192822	East coast Australia handbook /	2015-04-27	2015-11-23
927.9145 GRE	31221111237603	I don't know what you know me from : confessions of a co-star /	2016-05-02	2016-05-02
927.96323 WAD	31221103011479	A father first : how my life became bigger than basketball /	2014-11-10	2015-09-22
927.96357 CAR	31221088495929	Still a kid at heart : my life in baseball and beyond /	2016-05-02	2016-05-02
927.968 BUF	31221110875908	It's time! : my 360° view of the UFC /	2016-05-02	2016-05-02
928.1 SON	31221103139858	She matters : a life in friendships /	2016-05-02	2016-05-02
971.0644 TRU MIL	31221115275096	Citizen Trudeau : an intellectual biography, 1944-1965 /	1900-01-01	2016-05-17
971.1004951 STA	31221101774847	Contesting white supremacy : school segregation, anti-racism, and the making of Chinese Canadians /	2016-05-02	2016-06-22

NONFICTION

Sometimes sections of a collection are missed, and this is noticeable again by looking at call numbers, seeing how contiguous they are and doing a quick compare to the size of your location. For the above example, this would not indicate missed inventory at WMC, but might warrant a second look at CAL or MCN.

Don't forget to inventory Storytime, Reference, LAD and any other behind the scenes material.

We recommend that you re-inventory Blu-rays, Flickstogo and fiction DVDs if you performed your inventory of these items more than 6 months ago. These are high theft items and the newer the data set the more accurate it will be for the purging process.