

# STOCKTAKING POLICY AND PROCEDURES

## Stocktaking Policy

### Rationale:

**A regular and systematic stocktake will assist in evaluating the collection**

- To indicate losses
- To assist with the development and planning of the future collection
- To assist in the review of current procedures for security, services and circulation
- To identify areas of the collection which have strengths and weaknesses and provide a means of ensuring curriculum initiatives are well resourced
- To assist with the maintenance of a current and useful collection and secure that the database accurately reflects the existing collection
- To facilitate the removal of resources in the collection which are unused, out-of-date, damaged or no longer appropriate
- Provide statistics which can be helpful when writing submissions and can contribute to the evaluation of the school library resource centre's performance and the provision of service
- Locate resources which are dispersed throughout the school
- Maintain an accurate database (AMLIB) of current stock

### Policy Statement:

- Stocktake needs to be done after all students leave at the end of the school year
- A regular stocktake must be done every other year

### Audience:

- Staff and community

### Authorship:

- Bendigo Senior Secondary College Library Resource Centre team members

### Related Documents:

- *Learning for the Future : Developing Information Services in Schools 2<sup>nd</sup> Edition*
- *AMLIB (Software Programme Material)*

### Date of ratification:

- February 2009

### Date of review:

- December 2011

## Stocktaking Procedures

### Preparation

- Determine if a total or partial stocktake is to be undertaken
- Declare an amnesty for borrowers
- Have staff return their books, but keep a list of any resources that they require and they will be renewed after the stocktake
- Check that hardware needed for the stocktake is functional and in working order
- Gather the equipment needed
- Ensure everyone involved understands the process
- Decide the most efficient way to get the resources to the computer
- Have Heads of Departments check out their sections and remove any books that are no longer part of the required course

### **Process**

- Work systematically - Work shelf by shelf and section by section
- Scan carefully each resource and check accuracy of record
- Decide if the resource needs to be removed or repaired
- Finalise the stocktake according to AMLIB
- Generate reports according to AMLIB

### **Follow Up**

- Systematically work through each report and deal with the appropriate resources

### **Missing Resources**

- Check shelves again for the missing resources and if resources are located, follow stocktaking procedures
- Distribute the missing resources list to staff and request they search for the resources
- Resources still missing should be marked as missing or lost on AMLIB database

### **Deletions**

- Any resources identified for removal during stocktaking must be deleted from the AMLIB database.
- At least 10% of resources should be replaced annually

### **Repairs**

- After resources have been indicated as in need of repair they are repaired by library technicians

### **Post stocktake procedures**

- Following the stocktake, it is essential to amend the database to maintain its accuracy
- Statistical records of resources must be adjusted.
- All stocktake reports should be kept for comparison with subsequent stocktakes. Information that emerges from the stocktaking reports will influence future acquisitions.
- Where there are areas of high loss due to missing resources or deletions, purchases should be made to fill the gaps