

San Jose State University Library Collections

Inventory-Next Steps

Timeline

In accordance with section 6.5.1, Regular Audit of the Collection, of the Library Policy for San Jose State University [<http://www2.sjsu.edu/senate/S03-5.pdf>], the University Library Board has requested that the library audit its collections on an ongoing basis. The following timeline recognizes that no additional funding is available to carry out this process. During the recent 2002 inventory, 8000 items per day were scanned (4 people using barcode scanners working 8 hours per day). Each person scanned 2,000 items per day on average, which equals 250 books per hour. To be safe, scanning 200 items per hour might be more realistic given interruptions. The student assistants conducting the scanning would probably have other duties and would not achieve as high a number as an employee working only on inventory.

Year	Area to be Inventoried	Size of SJSU Collections (approx. and only print items)	Staff Time Required for Scanning	1 Student Assistant's weekly hours devoted to scanning over a 2 year period (45 weeks a year)
2005-2006	5 th floor (Music & Cultural Heritage Center)*	52,500	262 hours	3 hours per week
<p>* 5th floor was chosen as the starting collection to be inventoried because:</p> <ul style="list-style-type: none"> • Smaller collection • Sound recordings have not been inventoried in 5 years. Scores were done in the 2002 inventory. • CHC has had a high loss rate in the past. 				
2006-2007	6 th floor (A-HN)	277,000	1386 hours	15.5 hours per week
2008-2009	7 th floor (HQ-PZ)	300, 000	1500 hours	16 hours per week
2010-2011	8th (Q-Z) Oversize & Folios	237, 000	1183 hours	13 hours per week
2012-2013	Lower Level- (Historical Children's & Textbooks) 4 th floor-ERC Collections	54, 500(doesn't include Juv Fiction, Juv Nonfiction and Juv Picture Books- on 1 st floor)	273 hours	3 hours per week

Inventory Timeline and Process 2005-2006

Tasks	Person Responsible	Timeline	Status
Establish make-up of Inventory Team	J.Kowalewski-Ward, R. Stahl	July 2005	
Update from Sp. Projects on 2002 inventory	L.Lance	August 2005	
Finalize Draft Plan	Inventory Team	September 2005	
Investigate, Obtain, Test Equipment Options	Inventory Team	November 2005	
Develop Budget	Inventory Team	December 2005	
Hire and train student assistants		January 2006	
Inventory 5 th Floor King Collection	Inventory Team	Jan - June 2006	

The make up of the Inventory Team is:

Julie Kowalewski Ward – University Access Services Manager,
 Rae Ann Stahl – University Technical Services Manager,
 Randy Anderson – Sr. Access Services Coordinator,
 Femi Osikominu - University Stacks Coordinator ,
 Carole Correa Morris – Head of Acquisitions

Reviewed and Approved by the University Library Board, 11-28-05