Stocktake

Revised 19/07/2023

Contents

STOCKTAKE

The Stocktake module is used to check actual inventory on the shelves against the data in the database. Items not found during a stocktake can be flagged as lost or missing.
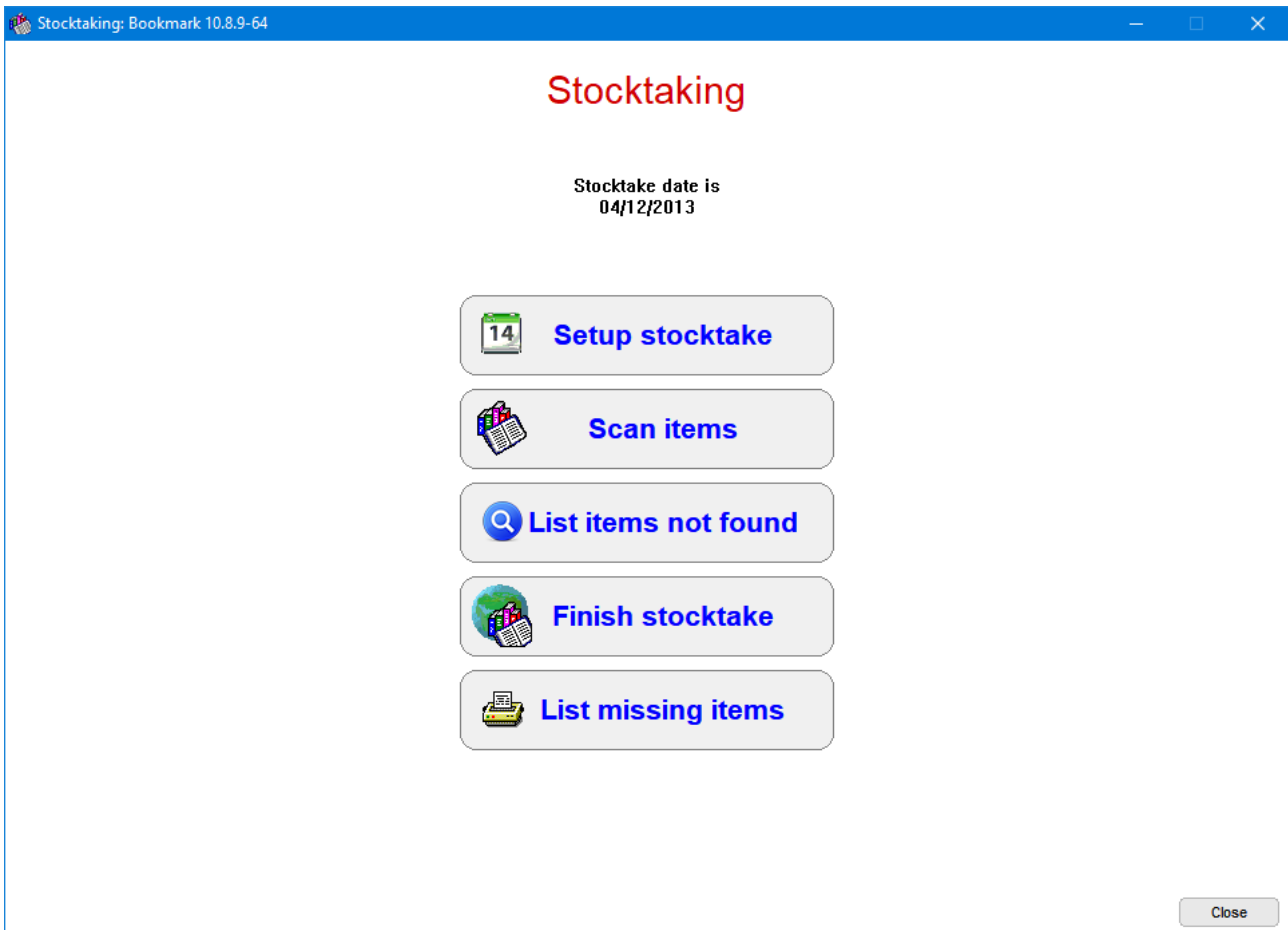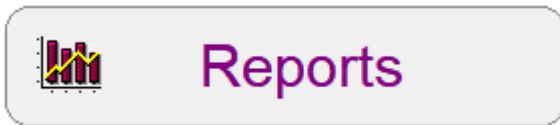
The Basic Stocktake Procedure

1. *Start Stocktake.* Set the date at which the stocktake begins.
   Optional – create a missing status for this year's stocktake (must be done before step 5)
   Optional – mass delete long-term lost items (can be done at any time)

2. *Scan Items.* Enter items by scanning, downloading from a portable barcode reader or importing from a list of barcodes in a text file. Scanning can be done in batches. Cataloguing, borrowing and returning can also continue at the same time.

3. *List Items Not Found.* Print a list of items not found so far in the stocktake. Chase up any if possible and scan in. Can be done by sections.

4. *Finish Stocktake.* Print a Cost Analysis report. (Optional.)

5. *Finish Stocktake.* Create a status for this year's missing items (if not already done previously) then assign all the items in the not-found list to that status. Can be done in sections. This finishes the stocktake.

6. *List Missing Items.* Any time after finishing a stocktake, missing items can be listed from previous stocktakes and even mass deleted. All deleted items are transferred into the "Deleted Items List", from which items can be undeleted and reports generated.

Stocktaking Overview

Stocktaking is run to determine whether the data in the database reflects the items on shelves and vice versa.

Bookmark allows stocktaking several areas – even the entire collection – at the same time as borrowing, returning, and cataloguing take place. Items borrowed, returned, or catalogued are automatically noted as current.

How Stocktaking Works

Bookmark does not keep a list of items scanned in stocktaking. Instead, there is a "Last Seen Date" (LSD) held against all items. *This is the last date when the item was scanned.* The scanning may occur in Stocktake or Loans or Returns or Cataloguing. Think of this as a "stocktake date".

When an item is scanned, the LSD is set to the current date.

Missing items have a Last Seen Date *prior* to the date at which the stocktake began – the Begin Stocktake Date (BSD). Mathematically this is LSD < BSD.

Examples:

Stocktake Date	Last Seen Date	Status
13/03/2013	16/03/2013	Accounted for (LSD > SD)
	03/02/2013	Missing (LSD < SD)
	13/03/2013	Accounted for (LDS = SD)
	11/15/2012	Missing (LSD < SD)

Stocktaking updates the LSD. Returning an item also updates the LSD, as does borrowing or cataloguing the item. All these actions set the LSD. They do not need to be re-scanned during stocktaking.

When stocktake scanning is finished, all items with a LSD before the BSD can be declared Lost or Missing by assigning a special status.

Stocktaking can be restricted to specific locations or item types, thus allowing sections to be done at a time instead of the entire collection.

Note: items catalogued as 'Exclude in stocktake' will not appear in missing item lists even if scanned.

Things to do Before Stocktaking

There is nothing specific which needs to be done to prepare for a stocktake. You can simply start scanning. However, a few things may be useful to prepare.

- Delete long-term missing items. These may have a 'lost' Status of several years ago. These items can be mass deleted in Cataloguing. This task can also be done after a stocktake or at any other time.

- Weed. A list of items not borrowed since a certain date may be useful. This list can be produced in Reports. Delete the weeded items.

- Decide whether you are stocktaking an area or the entire collection. If an area, it will need to be identified by Location or Item type or some type of similar common criteria.

- Purge the Deleted Items List of long-term entries.

- Determine how the stocktake will be performed – i.e. live scanning, portable barcode reader or a laptop. A laptop can even be used like a portable reader.

Setup Stocktake

Setup stocktake

The first step in stocktaking it to set the date at which the stocktake begins.
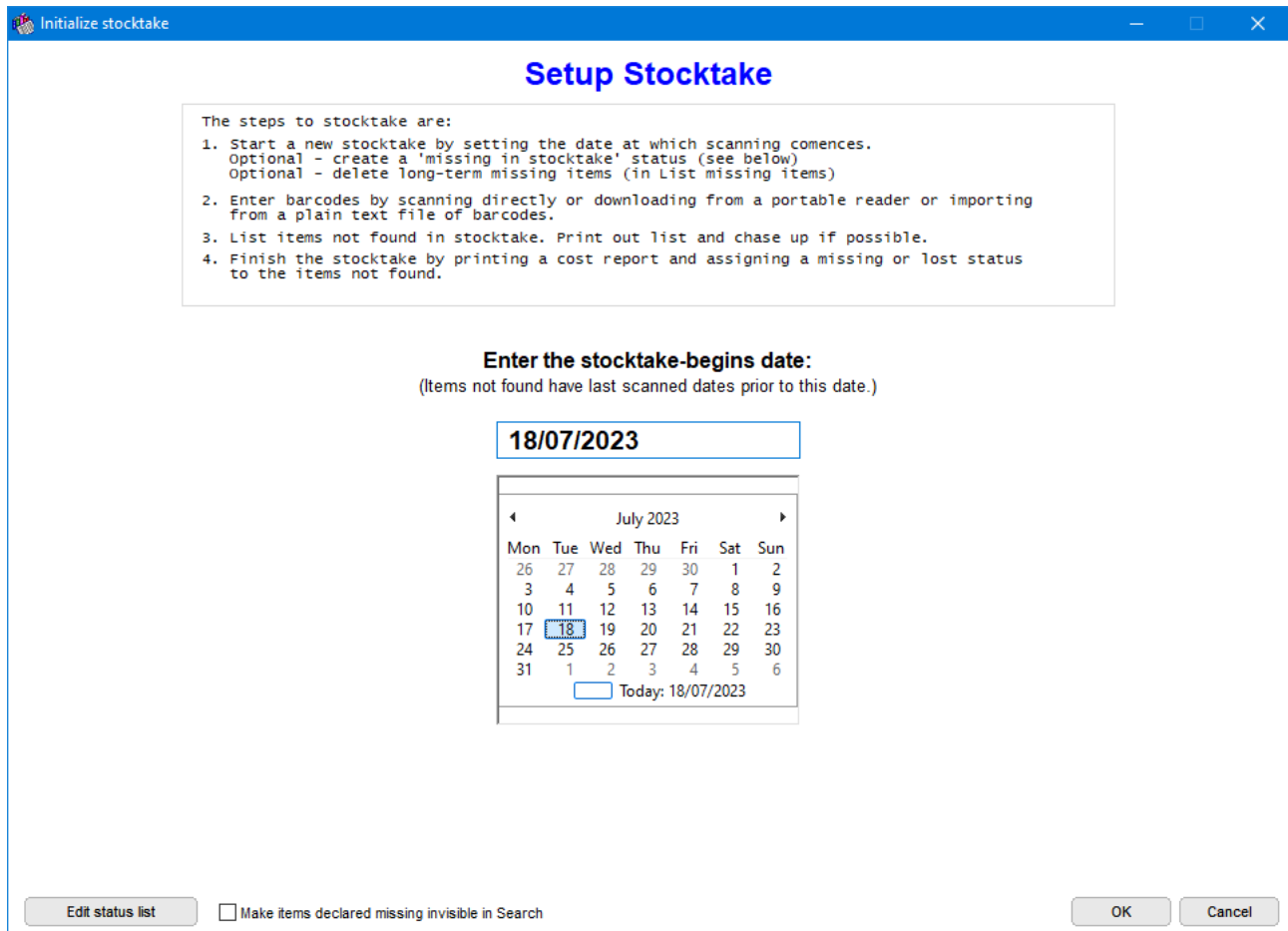
Once this date is set, *do not change it until the next round of stocktaking commences.*

At this stage, it is not necessary to tell Bookmark which areas of the collection are to be checked.
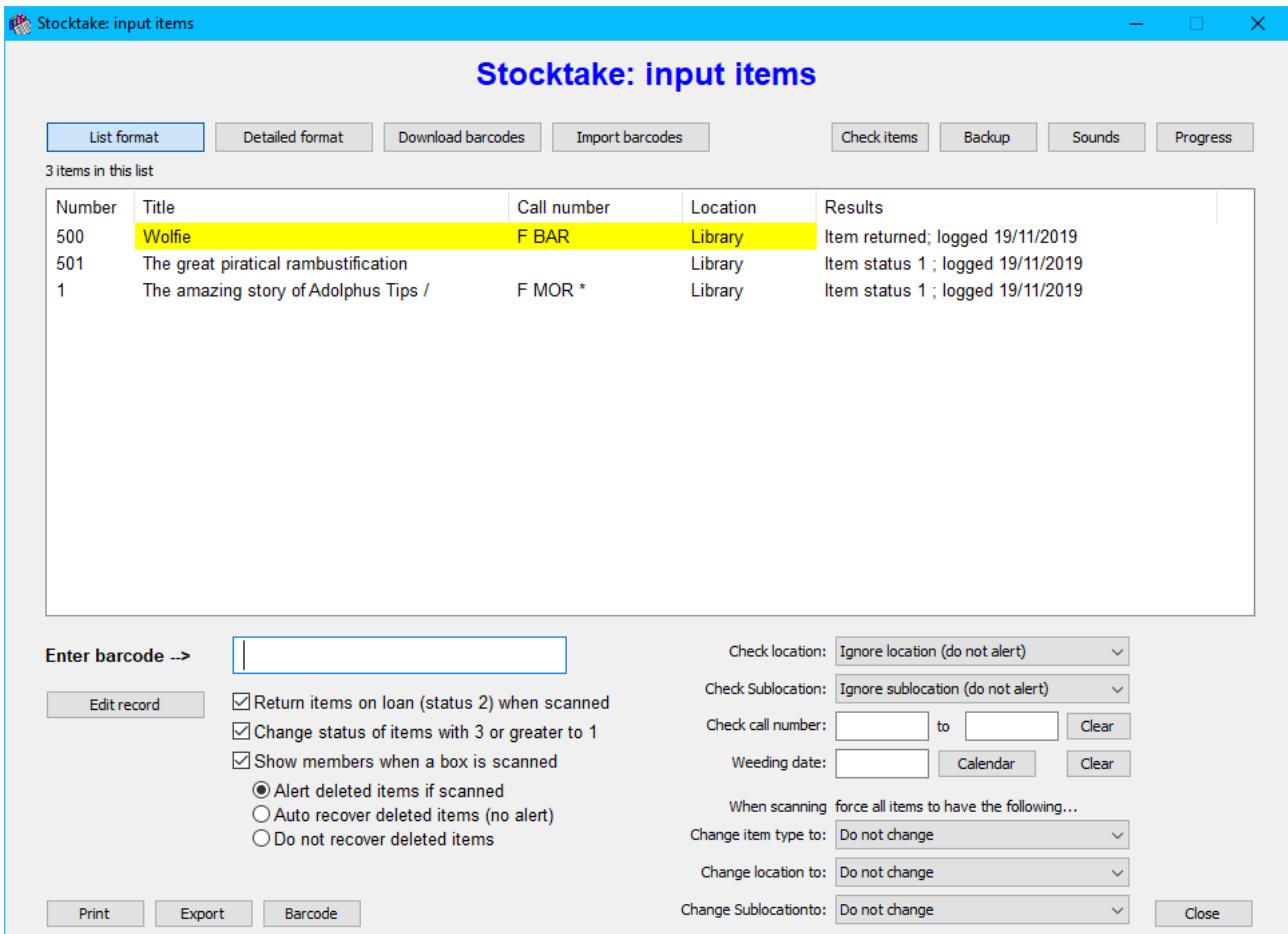
Add a Missing Status

A "Missing in stocktake 2024" or similar status can be created at this stage by clicking on Edit Status Types.

Scan Items

When an item is scanned in Loans, Returns, Add/Edit Items or Stocktaking, it is "logged". The LSD is set.
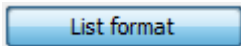
If an item has been put on the shelf and is still on loan, scanning it can return the item.

Bookmark allows logging items in four different ways:

1. Stocktake in *list format*

2. Stocktake in *detailed format*

3. Download from portable barcode reader

4. Import barcodes from a file (they've been scanned into a file)

List Format

This is the default display.

Type each item's barcode or item number and press enter or scan each item with a barcode reader.

As items are scanned, they are listed.

Number	Title	Call number	Results
500	Wolfie	F BAR	logged 14/03/2014
501	The great piratical rambustification		Status changed from 6 to 1; logged 14/03/2014

2 items in this list

The result is usually 'logged' with the date. (LSD)

If a special event occurs - such as an item is returned, or an item previously flagged as lost is found - a message appears in the Results column. A special sound may also be triggered, see below.

☑ Return items on loan (status 2) when scanned

If this checkbox is ticked (default), items on loan are automatically returned. If it is not ticked, the items are not returned.

☑ Change status of items with 3 or greater to 1

If this checkbox is ticked, items with a status of 3 or greater have it reset to 1. Removing the tick tells stocktaking to retain the item's status.

A message also appears if the item has a status of 3 or greater. The status will be changed to 1 if the "Can be returned" checkbox in the Status dialog is ticked. (The Status checkbox is in Controls, Cataloguing Controls.)

Scanning a logged item twice does not unlog it, it only changes the LSD. Once scanned it is not possible to "unscan" or alter the date.

Several networked computers sharing the same Bookmark databae can be involved in stocktake scanning at the same time. Workstations and laptops using cabled or wireless connections can be used.
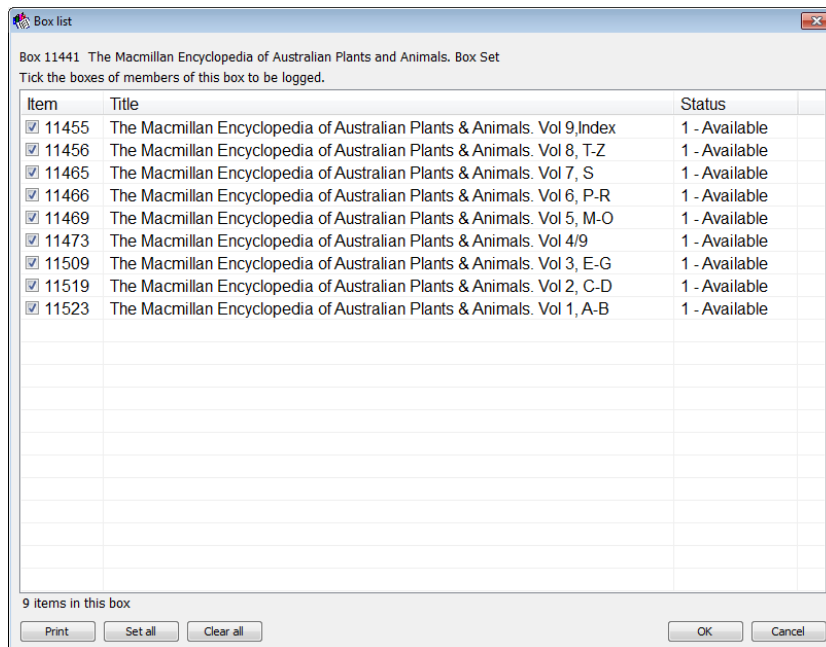
Stocktaking Boxes

When a Box is scanned a message appears indicating the number of items in the box.

If the checkbox "Show members when a box is scanned" is ticked, a popup window appears listing the items in the box.

Place a tick next to every item in the box. If any are missing, leave them unticked. If all items are present, click on Set All. (This is the default.) Click OK and the members of the box are then processed.
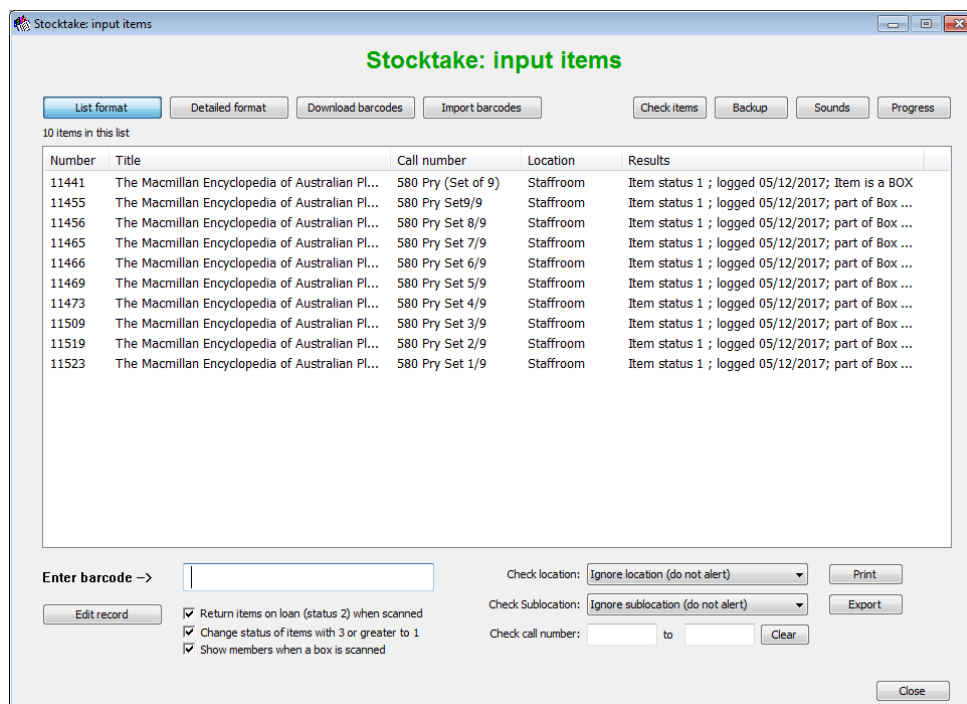
If the checkbox is not ticked, the popup window does not appear and the members of the box are not automatically processed in case any might be missing.

To process the members, either scan each one individually or type in the word BOX next to "Enter barcode" and press Enter. This is the same instruction used in Returns to return all items in a box.

The BOX command is also available on a sheet of control barcodes. This is useful if a cordless barcode reader is being used. Keep the checkbox unticked. Scan the box to stocktake it. If everything is in the box, scan the barcode BOX. Everything in the box is then included.

If an item that has been deleted is scanned, Bookmark can recover it from the deleted items list. These controls indicate if that should be done or not.

Edit Record While Stocktaking

The Edit Record button can be used to pop up an Add/Edit Items window to allow editing the last item scanned.
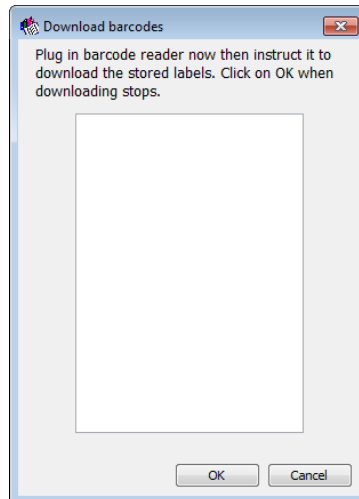
Detailed Format

Detailed format displays more information about each item as it is scanned, but only one item is visible at a time.

Click on *List format* to return to the list mode at any time. All items scanned in Detailed format are included in the list.
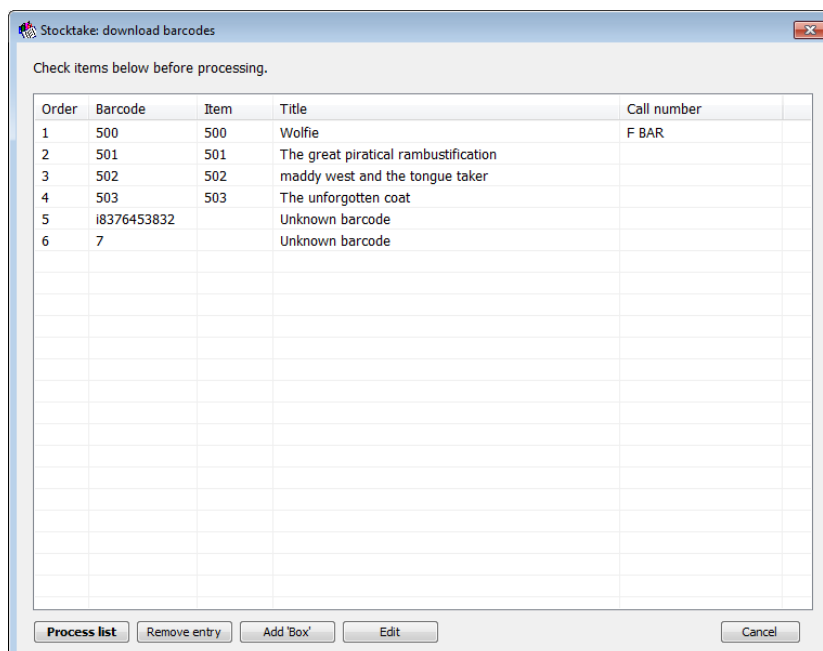
Download Barcodes
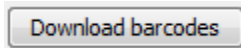
This function is used to download barcodes collected by a portable barcode reader.

Using a portable reader can save time but care is required. Precise steps must be followed. The exact steps will vary with the brand and model of reader. The steps, in brief, are:

1. Detach the reader from the computer.

2. If required, change the reader to "data collection mode" by scanning the appropriate control barcodes (not all readers require this step, some do it automatically when unplugged).

3. Scan all the item barcodes in the batch to be collected. Do this in batches. The barcode scans are collected and stored in the reader's own memory. See below for important tips.

4. In Bookmark, open the Download barcodes window (above).

5. Plug the reader back into the computer.

6. Instruct the reader to download the barcodes in its memory to the computer.

7. The barcodes are listed in the window as they are downloaded.

8. When downloading stops, click OK.

9. Bookmark displays a list of the downloaded items. (See below)

10. When the list is correct, click *Process list*.

11. The items appear in the List format window.

12. Repeat these steps for each batch of items. Step 2 may not be needed.

13. When finished downloading a batch, clear the reader's memory before starting the next batch.

14. When completely finished, you may need to set the barcode reader back to normal operation and not leave it in data collection mode.

The window above shows the downloaded barcodes and their titles. When you see this, the barcodes have not yet been recorded! The list needs to be checked and any unknown barcode entries or strange barcodes removed. Unknown barcodes are those incorrectly scanned by the reader (bad scans) or unused barcodes or numbers. Remove them from the list by highlighting and clicking on *Remove entry*.

If a Box was scanned, click on it to highlight then click on *Add Box*. This inserts the word BOX after. The Box barcode (see Circulation) can also be scanned into the portable reader immediately after a box's barcode.

An item's cataloguing details can be edited by highlighting and clicking on *Edit*.

Important Information

Scan 'batches'. Collect no more than a few shelves or bookcases of barcodes at a time before processing. If things go wrong, you won't have to redo that much again.

Before starting a stocktake, it is a good idea to practice with half a dozen books first. These can be rescanned as many times as needed until you are comfortable with all the steps involved.

Import Barcodes from a File

A cheaper option to having a portable scanner, is to use a laptop with a normal barcode reader attached. Plug in the barcode reader then open a text editor such as the Windows Notepad program. Scanned barcodes are listed. When complete, save the file to a USB flash drive.

After saving, bring the flashdrive to Bookmark. Open it using the Import Barcodes button in Scan items. Process the imported barcodes.

Repeat for each batch of barcodes.

Tip: use different filenames for each batch. Batches can be easily re-imported if required. This can be a major advantage if disaster strikes and your data is lost. You can then easily re-import the barcodes from the files without having to rescan.

Tip: some librarians download barcodes from a memory reader into a text file first then put it into Bookmark. This is a way to keep a record of all the barcodes entered and to reimport if needed.

After clicking OK, the rest of the steps are identical to downloading from a portable reader.
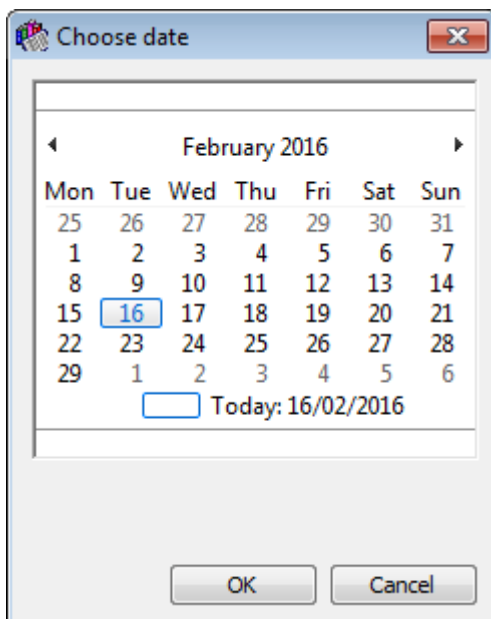
After importing, a list of items is shown just like downloading from a portable reader. It can be revised before being processed.

Check Items

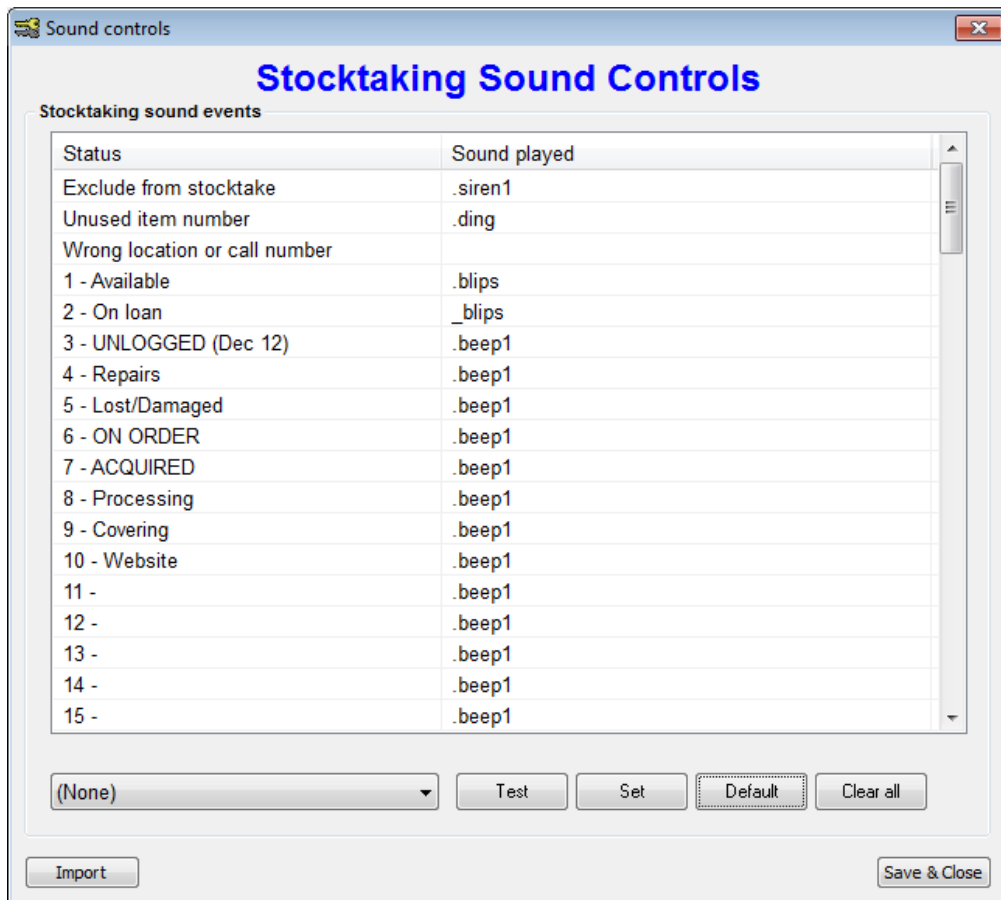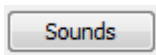Check items can be used to see which items have already been scanned. It tells you if items have actually be entered.

First select a date.

All items scanned on the date are displayed.

Click on the top of a column to change the sorted order of the list. For example, click on Stocktake to see the list in date order. (Two clicks may be require to reverse the order.)

Highlight an item and click on View/Edit to get an Add/Edit window to edit the item's details.

Find can help locate an item by its title.

Backup

Important! When doing a lot of scanning, it is important to make regular backups during the day. The backup button can be used to easily make on-the-fly quick backups to Bookmark's location.

Use a different one each time. Backing up every 20 to 30 minutes is strongly recommended. If something goes drastically wrong, these quick backups can be used as an "undo" with less loss of work.

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Stocktake Sounds

The stocktaking sounds dialog can be used to set sound effects which are triggered while stocktaking. This can also be done in Controls -> General Controls.

The trigger is based on an item's Status. The chart shows which sounds are assigned to which status type. This can be useful to identify special items in the middle of stocktaking.

To change a sound:

1. Highlight the Status.

2. Use the droplist at the bottom of the window to choose a sound.

   As many sounds are available, the list may need to be scrolled.

3. The sound clicked appears on the droplist control. Click on the *Test* button to hear it.

4. Click on the *Set* button to assign the sound to the highlighted status (action).

Click on *Default* to assign the default sounds to all status types.

When all sounds have been assigned, click on *Save & Close*.

Note: Your own WAV type sound files can be added to Bookmark's SOUNDS folder and become available in the list for both Stocktaking and Circulation.

Checking Progress
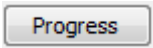
Progress shows the number of items scanned each day for a few weeks in time.

Status	Total	Logged	Unlogged	14/03/2014	07/11/2013	06/11/2013	05/11/2013	04/11/2013	01
Total	23307	20744	0	30	503	531	39	188	10
1 - In stock	21759	19205	0	30	234	221	2	65	49
2 - On loan	1123	1123	0	0	265	299	37	123	29
3 - UNLOGGED (Dec 12)	16	7	0	0	0	0	0	0	0
4 - Repairs	6	6	0	0	1	0	0	0	0
5 - Lost/Damaged	11	11	0	0	0	0	0	0	0
6 - ON ORDER	1	1	0	0	0	0	0	0	0
7 - ACQUIRED	6	6	0	0	0	0	0	0	0
8 - Processing	315	315	0	0	0	10	0	0	19
9 - Covering	64	64	0	0	0	0	0	0	8
10 - Website	0	0	0	0	0	0	0	0	0
11 -	0	0	0	0	0	0	0	0	0
12 -	0	0	0	0	0	0	0	0	0
13 -	0	0	0	0	0	0	0	0	0
14 -	0	0	0	0	0	0	0	0	0
15 -	0	0	0	0	0	0	0	0	0
16 -	0	0	0	0	0	0	0	0	0
17 -	0	0	0	0	0	0	0	0	0
18 -	0	0	0	0	0	0	0	0	0
19 -	0	0	0	0	0	0	0	0	0
20 -	0	0	0	0	0	0	0	0	0

Check Location, etc

This section can be used to check whether the scanned items are in the correct location, sublocation (or site) or within a range of call numbers. Just set the appropriate value. A message appears when an item is scanned if the item is in the wrong place.

The "weeding date" can be used to delete items that have not been borrowed since the entered date.

Set Location, etc.

When scanning force all items to have the following...		
Change item type to:	Do not change	⌄
Change location to:	Do not change	⌄
Change Sublocationto:	Do not change	⌄

This option is rarely used and should only be used with caution.

When an item is scanned, it forces the item to have the specified item type, location or sublocation. It does not check to see if it is correct beforehand.

This option makes it possible to reorganize items into different locations by scanning. (That can also be done in Global Change in Cataloguing.)

Because this is a brute-force action without checking, mistakes can easily be made.

List items Not Found

After scanning all or part of the collection, the next step is to obtain a printout of all the items that are *potentially missing*. These are items not found during scanning.

Use the controls above to select the part of the collection being checked. This can be the entire database, by locations, by item types, by sublocations or by a query.

Make sure the Stocktake date is the date scanning began. If not, click on the date shown and enter the correct date.

Normally, only status1 – Available is ticked but status 2 can be chosen if items on loan are to be included.

Click Collect.

Note: this stage is optional. You can skip directly to Finish if there is no need to check and chase up missing items before finishing the stocktake.
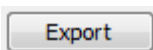
Items not found during stoctaking are displayed in the list. Note: these items are not officially missing until stocktaking is finished with "Finish stocktake". See below.
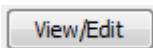
Highlight an item and click on this button to be able to edit its cataloguing details.
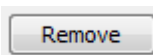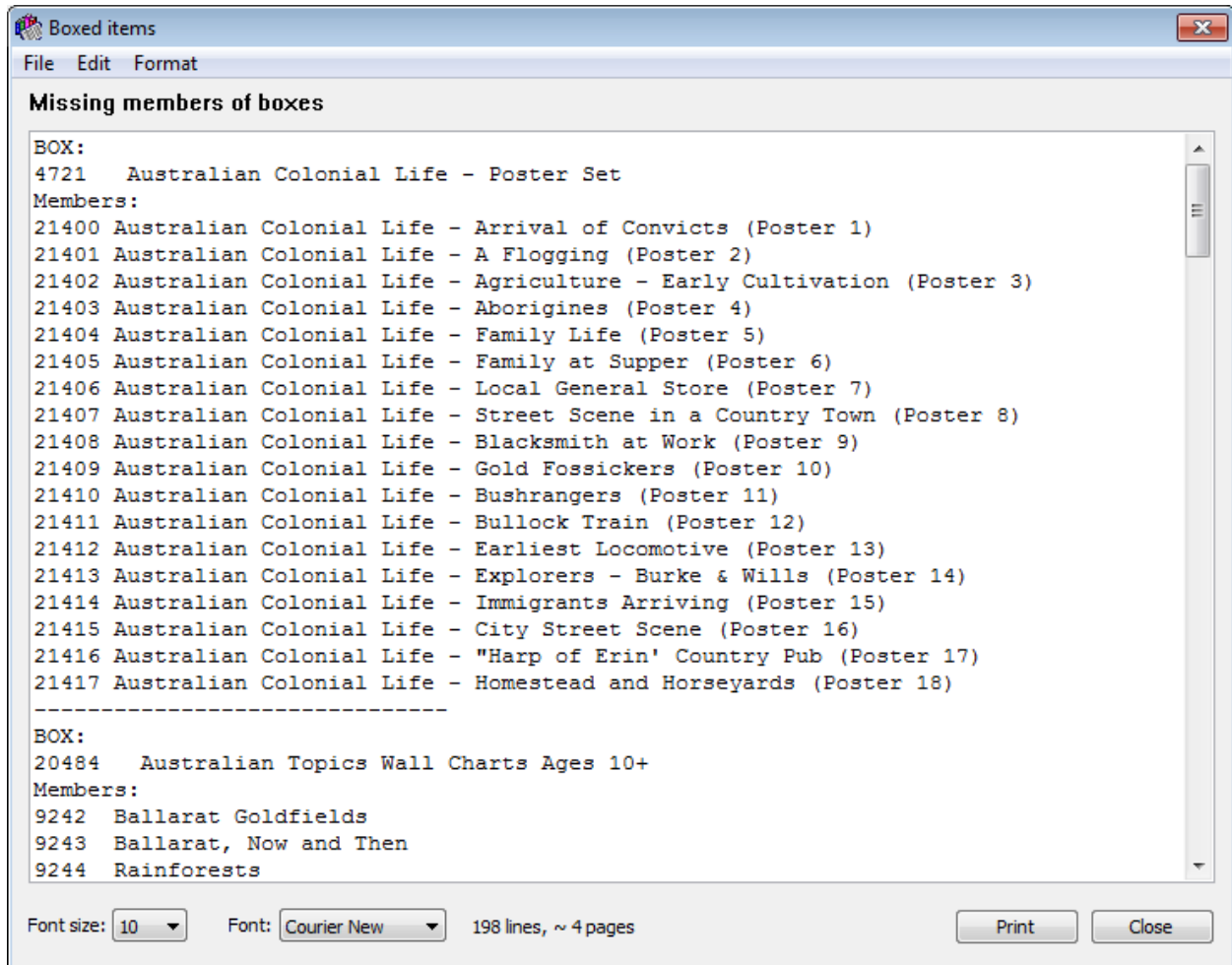

All highlighted items are removed from the list. They are not declared lost and their.

Exports the list as a Tab-delimited text file suitable for opening in Excel.

List box members

Shows the missing contents of boxes in the missing items list.

```
Boxed items                                                                    ✕
File  Edit  Format

Missing members of boxes

BOX:                                                                           ▲
4721   Australian Colonial Life - Poster Set
Members:
21400 Australian Colonial Life - Arrival of Convicts (Poster 1)
21401 Australian Colonial Life - A Flogging (Poster 2)
21402 Australian Colonial Life - Agriculture - Early Cultivation (Poster 3)
21403 Australian Colonial Life - Aborigines (Poster 4)
21404 Australian Colonial Life - Family Life (Poster 5)
21405 Australian Colonial Life - Family at Supper (Poster 6)
21406 Australian Colonial Life - Local General Store (Poster 7)
21407 Australian Colonial Life - Street Scene in a Country Town (Poster 8)
21408 Australian Colonial Life - Blacksmith at Work (Poster 9)
21409 Australian Colonial Life - Gold Fossickers (Poster 10)
21410 Australian Colonial Life - Bushrangers (Poster 11)
21411 Australian Colonial Life - Bullock Train (Poster 12)
21412 Australian Colonial Life - Earliest Locomotive (Poster 13)
21413 Australian Colonial Life - Explorers - Burke & Wills (Poster 14)
21414 Australian Colonial Life - Immigrants Arriving (Poster 15)
21415 Australian Colonial Life - City Street Scene (Poster 16)
21416 Australian Colonial Life - "Harp of Erin' Country Pub (Poster 17)
21417 Australian Colonial Life - Homestead and Horseyards (Poster 18)
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BOX:
20484   Australian Topics Wall Charts Ages 10+
Members:
9242  Ballarat Goldfields
9243  Ballarat, Now and Then
9244  Rainforests                                                              ▼

Font size: 10 ▼   Font: Courier New ▼   198 lines, ~ 4 pages      Print    Close
```
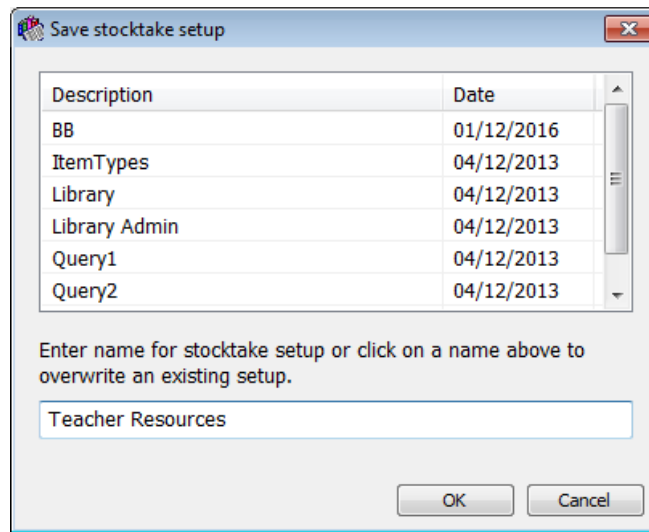
Print list

This prints the list of items not found.

After printing the list, you can choose to chase up any of the items.

Stocktake Setups

Criteria can be saved and retrieved for re-use. This is called a "stocktake setup".

When a criteria has been set, and before the Collect button is pressed, click on *Save setup*.

Type a description of the criteria and click OK to save it.

If the criteria is already in the list, click on it to select and re-save with changes.

The stocktake date is also saved and is adjusted when a setup is retrieved.

To retrieve a previously saved criteria setup, click on *Retrieve setup*.
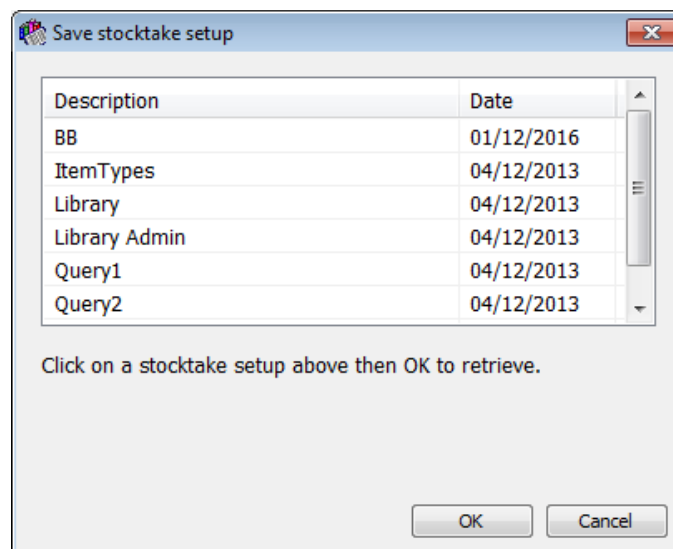
Highlight and click OK.

Saving criteria can be a quick way to re-use particular stocktake configurations.
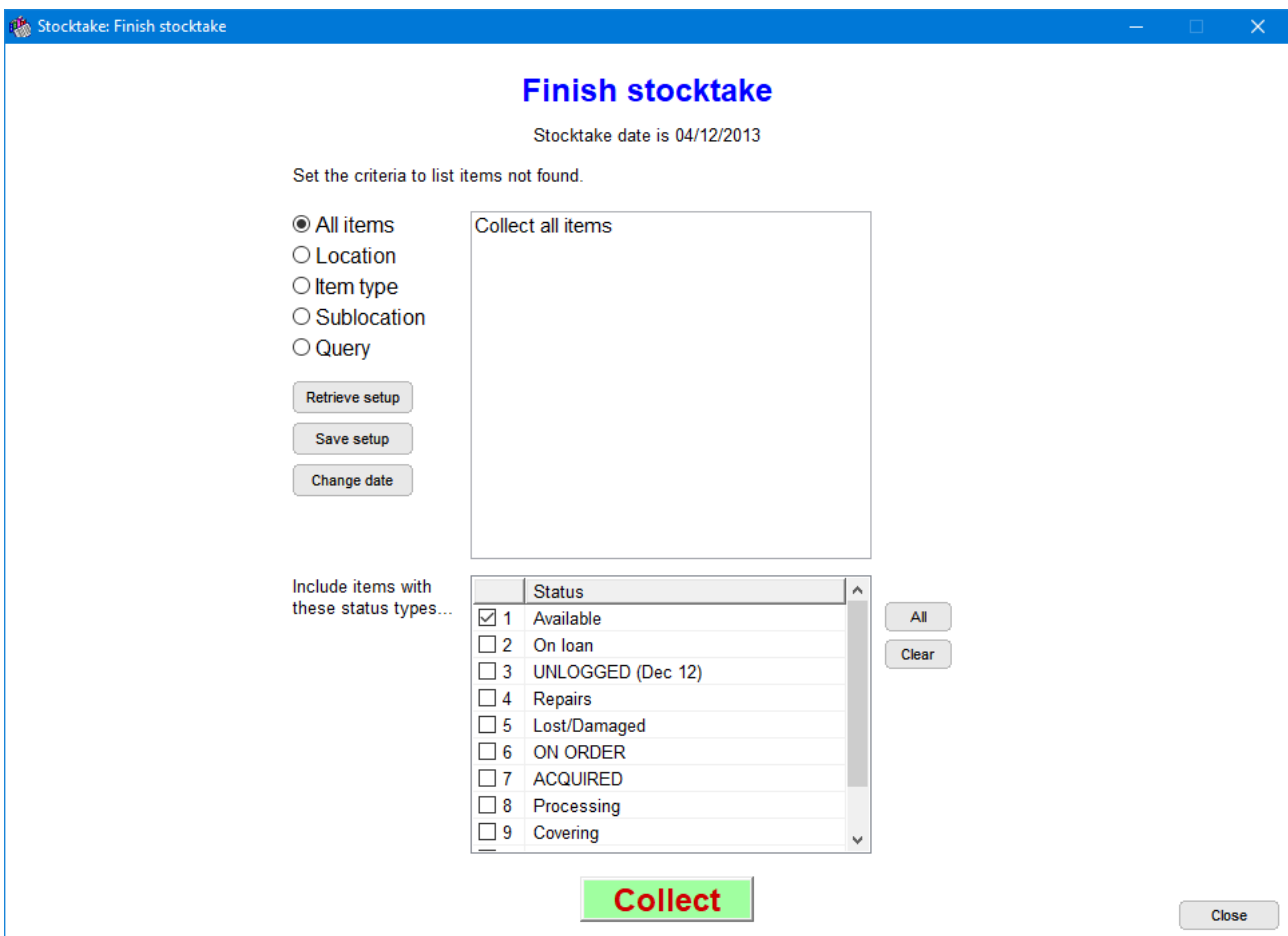
Finish Stocktake

A stocktake is finalized when the items not found are formally declared as "Lost" or "Missing".

This is done by assigning them a special status.

You create the status.

Use the same search criteria that was used to list the items not found.

Cost of Items Not Found report

A useful report is the Cost Analysis Summary. This generates a simple report showing the cost of missing items in item type categories.

Printing this out before assigning a missing status is very useful.

Finalize Stocktake

This is the very last step!

It formally declares the not-found items as missing.

Items are not officially declared missing until they are assigned an appropriate status.

Click on the *Finish Stocktake* button.

If you do not want the items to be flagged as missing to appear in searches, place a tick next to "Make items assigned invisible in Search". Without this marked, the items will still appear in search results.

Next, click on the status to be assigned.

Lost or Missing Status's can match the year and area being inventoried. Examples:

8 – Missing 2014
12 – Stocktaking 2017
15 – Lost 2014 Non-Fiction

Or they can be just a simple "Lost" or anything else that suits.

If the status required is not in the list, click on *Edit Status* and add it to the status types list.

Then highlight and click OK.

Note: multiple entries in the missing items list can be highlighted in the regular way – hold down Shift or Ctrl and click. This allows selected items in the list to have their status changed while others are left as is. Be sure to click on the correct radiobutton at the top!

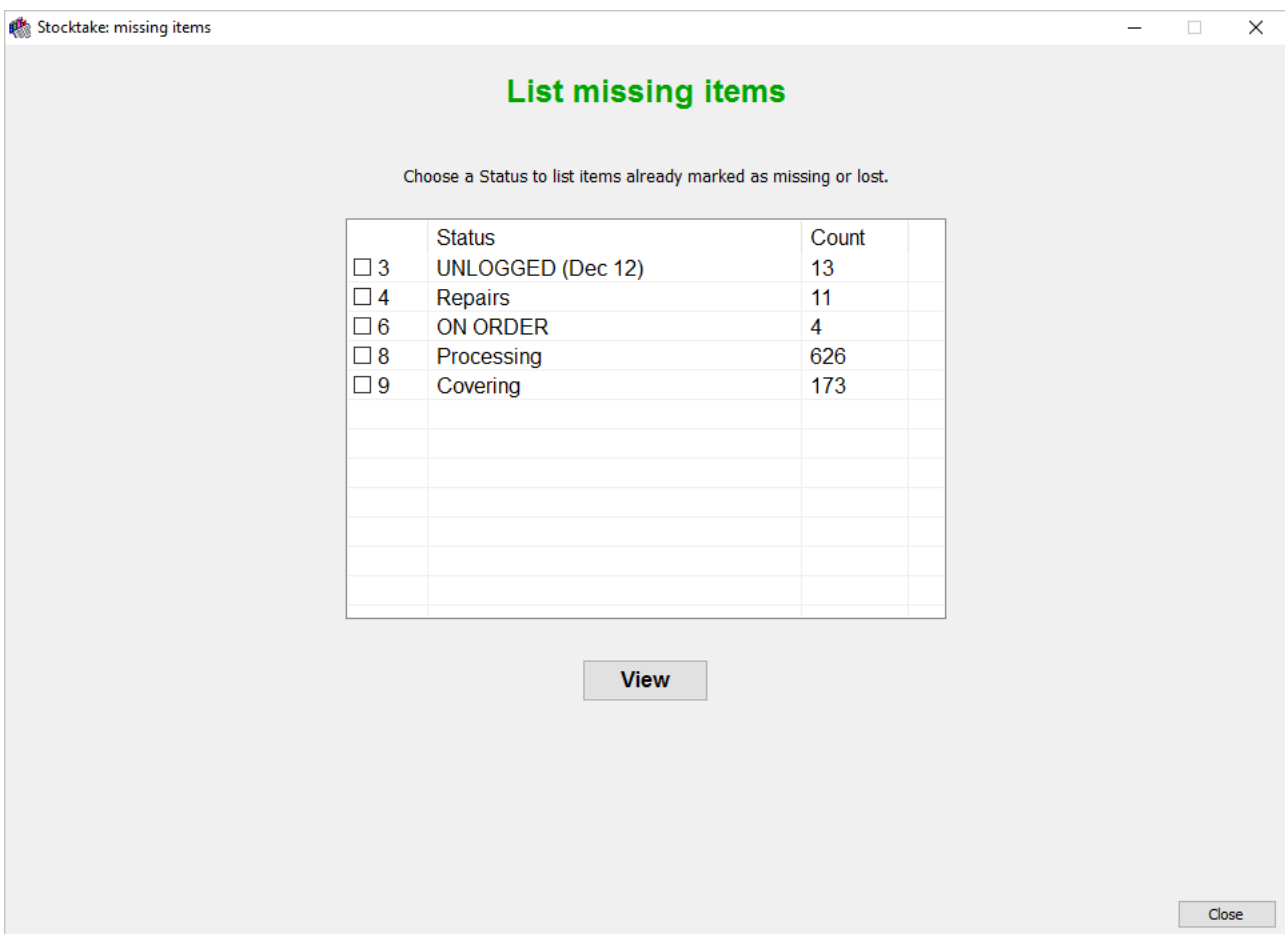**This step completes the Stocktake.**

List Missing Items

List Missing Items produces a list of items *already declared as missing or lost* by having a special status assigned. These items can be mass deleted or made visible in searches if they were previously hidden.

This is not a list of the possible items not found during the current stocktake. This is a list of items already flagged as missing from finished stocktakes.

Tick the status to be viewed and click View. More than one can be marked at the same time.

List missing or lost items

| View/Edit | Remove | Print | Export |

Item	Title	Call number	Status	Type	Location	Loan date	Last scanned	Cost	Borr
5002	Parvana : Book 1 - Parvana	F Ell *	3 UNLOG...	Fiction	Library	25/03/2014	20/02/2013	0.00	228
8042	Detective Stories	F Det	3 UNLOG...	Fiction	Library	25/03/2014	06/12/2012	16.95	
20340	Danger	F Har	3 UNLOG...	Fiction	Library	25/03/2014	06/12/2012	8.00	
22200	The Palace of Laughter	F Ber	3 UNLOG...	Fiction	Library	25/03/2014	05/12/2012	14.95	
24319	Are you There, God? It's me, Margaret	SF Blu	3 UNLOG...	Senior Fiction	Library	25/03/2014	05/12/2012	12.95	
24429	Snowidea	F Fly	3 UNLOG...	Fiction	Library	25/03/2014	06/12/2012	14.95	369
25716	Scorched Bone : Book 1	F For	3 UNLOG...	Fiction	Library	25/03/2014	06/12/2012	16.95	
26589	The Wright 3	F Bal	3 UNLOG...	Fiction	Library	25/03/2014	06/12/2012	15.99	
28701	The Calder Game	F Bal	3 UNLOG...	Fiction	Library	25/03/2014	06/12/2012	17.99	284
29147	Fudge-a-Mania	F Blu	3 UNLOG...	Fiction	Library	25/03/2014	20/06/2013	12.95	166
30676	My Brother's a Snotrocket	F Kil	3 UNLOG...	Fiction	Library	25/03/2014	06/12/2012	14.95	438
32018	Mordred : Book 3 - The Dragons	F Tho *	3 UNLOG...	Fiction	Library	25/03/2014	16/05/2013	15.95	462
33078	The Storm Makers	F Smi	3 UNLOG...	Fiction	Library	25/03/2014	16/05/2013	12.99	

13 items in list

Delete

Visible

Close

Delete is used to to write off the items listed. It mass deletes the items from the catalogue.