



Guideline: Stocktake of library collection

Purpose

To outline the measures required for stocktakes of the library collection.

Background

The ANU Assets Procedure (https://policies.anu.edu.au/ppl/document/ANUP_000669).

Only works in the library collection that meet at least one of the following criteria are defined as assets:

- a) Works that are in the Rare Library collection (see attachment A)
- b) Works purchased at a cost of more than \$20,000 for an individual physical item.

Assets have controls applied to access:

- a) Works are not generally housed in an area with public access
- b) Any requested item must be retrieved by a Library staff member
- c) Material must be used within the Library
- d) Material is not lent to other institutions
- e) On an exception basis the Library will allow material to leave the Library. For example resources may be lent to a national or international exhibition or sent off site for preservation actions. Any such loan would be made with the approval of the University Librarian or Associate Director Information Services and the loan would be recorded in the relevant system - the Integrated Library Management System.
- f) Regular checks of all material on loan will occur.

The Procedure provides the following requirement for stocktakes.

6. Stocktake of Assets

- (a) all items recorded on the Asset Management System are to be physically located and identified at least once every two years.
- (b) In the performance of the stocktake, where practicable, there should be at least two persons involved (sufficiently technically competent to identify items) to enable consultation and cross checking.

All of the Group of 8 libraries, state libraries and the National Library apply as sampling methodology because it is the most cost effective approach.

Because of the controls on use of Library assets and best industry practice a sampling methodology is used.

A special stocktake may be made of non asset material if there is a particular need, for example material in the print reserve collection that is heavily used.

Timing

Stocktakes will be held every two years.

Process

1. Planning

For each stocktake a plan will be prepared with timelines, responsibility allocation and resources.

The role of Stocktake Manager will be allocated to a Library staff member.

2. Preparation

An inventory list will be produced from the Integrated Library Management System of works that are assets.

A 1.5 % sample will be chosen through a randomized process. All individual titles with a purchase price of more than \$20,000 will also be part of the stocktake.

The inventory sheets will be checked against loan records to see if material is on loan.

The Manager, Menzies Library will ensure the storage areas are organized and clean.

3. Project

Staff undertaking the inventory will be provided with:

- a) A stocktake sheet including the list of works to be checked (see Attachment B)
- b) Instructions on identifying works (e.g. check all bibliographic details including collation and date)
- c) Equipment (pens, clipboard or digital equipment).

Note that until the collection is managed with RFID the stocktake will be manual.

Staff undertaking the stocktake will be given training and familiarization with the collection area they are undertaking a stocktake in.

Every missing item will be checked twice to ensure it is not misfiled.

They will report to the Stocktake Manager at least once a week. Any problems will be identified to the Manager immediately.

4. Report

After the stocktake a report will be prepared by the Stocktake Manager that reports on:

- a) The process of the stocktake
- b) Any issues identified in the stocktake
- c) Missing items
- d) Any lessons learnt from the project.

Should more than 5% of the items in the stocktake be missing a more extensive stocktake will be considered.

Write offs

Disposal of assets or write offs will occur consistent with the ANU Assets Procedure and ANU Delegations.

Related Documents

ANU Assets Procedure (https://policies.anu.edu.au/ppl/document/ANUP_000669)

Review date

This guideline will be reviewed 2 years after authorization.

Authorisation

Date 26 October 2015



Authorised by Roxanne Missingham, University Librarian

CRITERIA FOR IDENTIFYING ITEMS AS RARE BOOKS

Monographs and serials:

- All items printed or published before 1850.
- All items relevant to Australia, New Zealand, Papua New Guinea and the Pacific Islands published before 1900, including serial items in which the majority of articles refer to the above areas, regardless of the country of publication.
- First editions of important literary works.
- Certain items published in limited editions, especially if numbered.
- Items with exceptionally fine or rare bindings.
- Items issued by famous printers or by famous private presses.
- Items whose intrinsic value lies in their illustrative content.
- Curiosités, e.g. miniature books.
- Pornography and erotica, or very offensive material.
- Signed and annotated books by famous writers (Brissenden Collection), or by someone of outstanding importance in academic or public life, or items of exceptional importance to the ANU and or the Library.
- Formed collections that must be kept together because of gift restrictions, e.g. Mortlake, L.J. Hume etc.
- Any other items that have special conditions attached to it which prohibits putting it on the open shelves, e.g. copyright restrictions.
- Material with unique or exceptionally rare information.
- Fragile art books, which could be subject to vandalism because of excellence of printed reproductions.

NOTE: Where necessary, refer to the Associate Director Information Services or University Librarian for a decision on location.

Z:\Information Management\Procedures\Collection Management\Rare book criteria

Attachment B.

Stocktake sheet

Library stocktake sheet				
<u>Location/ call no.</u>	<u>Bibliographic details</u>	<u>Date sighted (Leave blank if not sighted)</u>	<u>Initials</u>	<u>Comments</u>