



Stocktake Your IKC

This procedure will help with matching the Aurora database with items physically available in your IKC. This process is a regular requirement of collection management to ensure the ongoing accuracy and integrity of the library's catalogue.

Items no longer held in your IKC need to be deleted from Aurora. The Aurora database may list items that have been lost and not been seen in your IKC for some time.

1. Select a time to do the stocktake when you have refreshed stock in the IKC and have deleted old items from the shelves. In other words, a time when all the items on the shelves are what you want to keep in your IKC.
2. All item barcodes are to be returned in Circulation. Go to Circulation >Return.
3. Wand each item barcode of every item in the IKC, or you can choose to return all items in one collection at a time.



4. It is important to let SLQ staff know the dates you returned the items, so they can produce a report that shows the returned items as well as unavailable items. Records for the unavailable items will be removed from Aurora. It would be helpful to complete all returns within one week.

Checklist

Who's responsible	Task	Timeframe
IKC Coordinator & SLQ staff	Decide when to do a stocktake.	Once per year
IKC Coordinator	Remove any stock from the shelves that you no longer want. Return all the stock in Aurora that you do want. Advise SLQ staff when all items have been returned in Aurora	Completed during a week in IKC
SLQ staff	Run returns report. Records for items physically not held in the IKC are removed from the database. Database should now reflect only what is available in the IKC.	Completed by end of next week