

Bastrop Public Library Inventory

September 2022

Overall

Total items inventoried: 48,058

Total items declared Lost: 595.

	Books	DVDs	Music CDs	Audiobooks	Cakepans
Total	40370	4824	641	2718	37
Accounted For	40092	4643	557	2701	36
Lost	278	181	84	17	1
Percent lost	0.69%	3.75%	13.10%	0.63%	2.70%

Process

Inventory took place Monday, September 12, 2022, through Friday, September 16, 2022.

4 teams (6 people) each inventoried approximately 12,000 items a day for 4 days.

3 volunteers assisted.

- 1 checked-in books and weeded (was here every morning until noon)
- 1 shelved (was here 2 days)
- 1 inventoried smaller collections (was here each day for a few hours)
- Their work allowed library staff to complete the bulk of the inventory without interruption or confusion. We could not have finished as fast as we did without them.

1 Inventory Coordinator – Scheduled goals/tasks for each day, worked with volunteers when needed, processed unexpected items, stood in for people on teams when breaks were needed.

Data

	Total Items	Accounted For	Lost	Percent Lost
Total	48653	48058	595	1.22%