## **Inventory Instructions**

- 1. Check with TS on an inventory schedule KOHA cannot process too many records at once. This schedule will tell you want to scan and when. Please note, some collections are intershelved at different locations. So nonfiction audiobooks and playaways may be intershelved within your nonfiction collection, as well as paperbacks with regular fiction for example. It is important to separate out the collections when doing inventory because that is how they will display in Koha.
- 2. Utilize a windows laptop, and find a barcode scanner to plug into a USB port
- 3. Open Notepad a program that won't format!
- 4. Create a new document, and Save as a TXT file with with a naming convention of call number and branch i.e. JF GI, BB GI *I saved it to a USB to make it easier, and in case battery dies!*

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5. Scan items on shelf (don't put any commas or spaces just naturally let it go to next line on it's own, if it doesn't hit enter after each scan). Save regularly while scanning and make sure you get every item! Flip books on side, and when scan flip them normal, or figure out some other way to make sure you get them all. Below is an example of what your notepad will look like:

File	Edit	Form	nat
022	22095	9277	73
022	20036	53968	39
0222	20028	34152	26
022	20032	0763	36
022	22077	76562	29
0223	20032	20729	97
0223	20017	2753	36
0223	22063	31105	52
0223	22091	6993	37
0223	20026	55529	98
0223	20034	1003	32
0223	20035	55441	17
0223	20034	12155	59
0222	20036	5068	36

- 6. Open Excel and convert your Txt file into a CSV utilizing the following instructions:
  - a. Open Excel, and choose Blank Workbook
  - b. Choose Data Tab, and choose From Text in the Get External Data Section

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c. Find the TXT file from the USB drive, and click Import

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d. The next step should just show the Delimited option selected, and that is it, click Next

Text Import Wizard - Step 1 of 3	?	×
The Text Wizard has determined that your data is Delimited. If this is correct, choose Next, or choose the data type that best describes your data.		
Original data type Choose the file type that best describes your data: © [Delimited] - Characters such as commas or tabs separate each field. ○ Fixed width - Fields are aligned in columns with spaces between each field.		
Start import at row: 1 🔄 File grigin: 437 : OEM United States		~
My data has headers.		
Preview of file G:\board books gi.txt.		
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Cancel < Back. <u>N</u> ext >	<u>F</u> in	ish

e. Make sure only the Other box is checked, and click Next

	Text Im	port Wizard -	Step 2 of 3		?	×	
This screen lets you se preview below.	This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.						
Delimiters	Treat consecutive	delimiters as one	]				
Data <u>p</u> review 0222209592773 0222003639689						]^	
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f. Choose the Text button, and click Finish

Т	ext Import Wizard - Step 3 of 3	? ×
This screen lets you select each colu Column data format <u>G</u> eneral <u>Text</u> <u>D</u> ate: MDY <u></u> Do not <u>i</u> mport column (skip)	umn and set the Data Format. 'General' converts numeric values to numbers, date value all remaining values to text. <u>A</u> dvanced	s to dates, and
Data <u>p</u> review <u>Text</u> 0222209592773 0222003639689 0222003639689		^
0222002841526 0222003207636 0222207765629 <	Cancel < <u>B</u> ack Next >	> <u>F</u> inish

g. For the Import Window, just click OK



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h. Your data should be imported and look just like your text file, make sure Excel didn't

take away the O's or give it decimals, but it shouldn't have if you selected Text for the

data type.

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3	02220028	41526	
4	02220032	07636	
5	02222077	65629	
6	02220032	07297	
7	02220017	27536	
8	02222063	11052	
9	02222091	69937	
10	02220026	55298	
11	02220034	10032	
12	02220035	54417	

i. Finally, choose File, Save As, and change the file type to CSV (comma delimited), there

are two other CSV chooses underneath that some make sure to choose the comma

delimited one! Name it in the same style as your text BB GI

	Excel Workbook (*.xlsx) 🔻	
	Excel Workbook (*.xlsx)	
	Excel Macro-Enabled Workbook (*.xlsm)	
	Excel Binary Workbook (*.xlsb)	
	Excel 97-2003 Workbook (*.xls)	odif
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	Single File Web Page (*.mht, *.mhtml)	12 1:
	Web Page (*.htm, *.html)	
	Excel Template (*.xltx)	7 0.2
	Excel Macro-Enabled Template (*.xltm)	/ 0:2
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	Text (Tab delimited) (*.txt)	7 1:2
	Unicode Text (*.txt)	
	XML Spreadsheet 2003 (*.xml)	171
	Microsoft Excel 5.0/95 Workbook (*.xls)	
1	CSV (Comma delimited) (*.csv)	12 1:
	Formatted Text (Space delimited) (*.prn)	
	Text (Macintosh) (*.txt)	12.1.
	Text (MS-DOS) (*.txt)	12 1
	CSV (Macintosh) (*.csv)	
	CSV (MS-DOS) (*.csv)	016
	DIF (Data Interchange Format) (*.dif)	
	SYLK (Symbolic Link) (*.slk)	17.7

- 7. Email <u>daniel.gaghan@pueblolibrary.org</u> your CSV file.
- 8. Daniel will send you a report with any items on your shelf that are discarded or missing, remove them from the shelf and put in a red weeding tote. Anything KOHA thought you had but wasn't scanned will be set to missing, so make sure you scan the entire collection thoroughly!