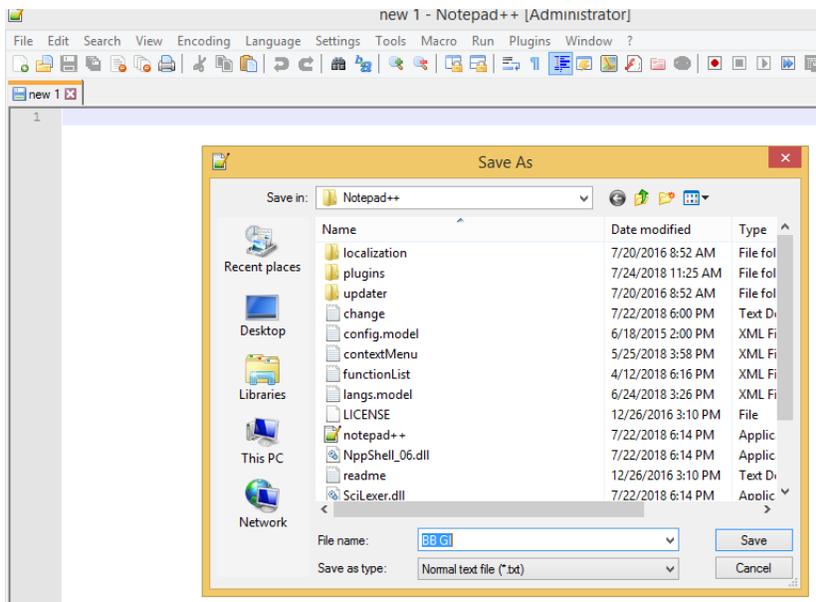
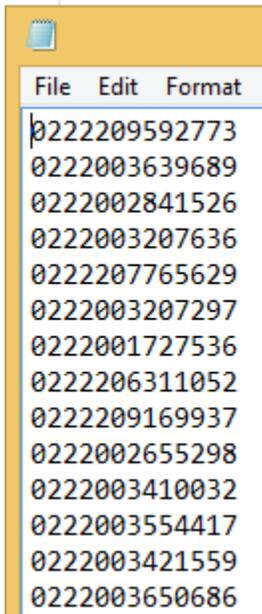


Inventory Instructions

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!*

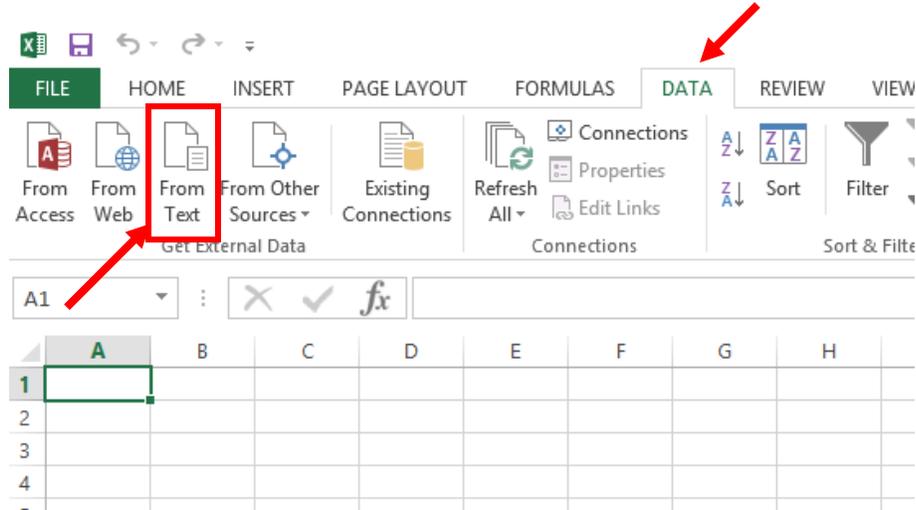


5. Scan items on shelf (don't put any commas or spaces just naturally let it go to next line on it's own, if it doesn't hit enter after each scan). Save regularly while scanning and make sure you get every item! Flip books on side, and when scan flip them normal, or figure out some other way to make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

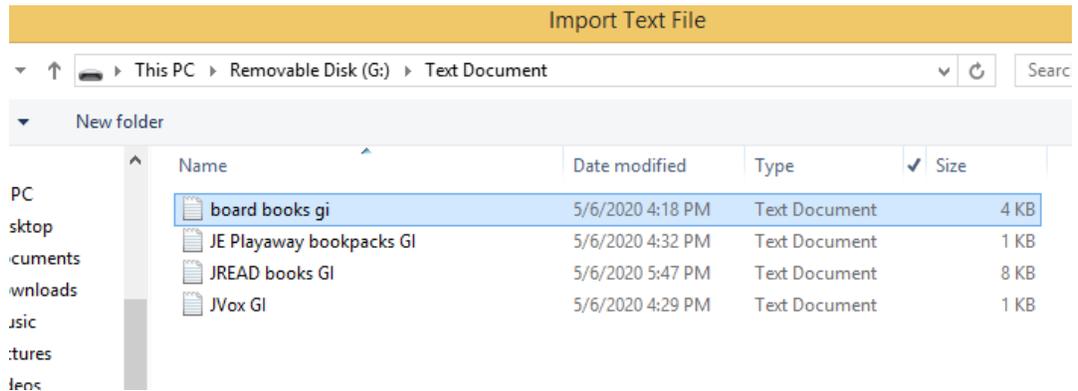


6. Open Excel and convert your Txt file into a CSV utilizing the following instructions:

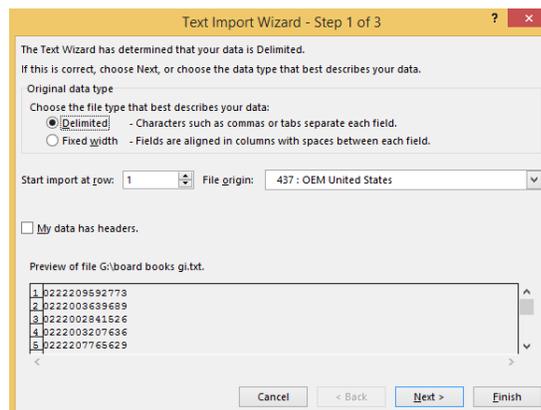
- a. Open Excel, and choose Blank Workbook
- b. Choose Data Tab, and choose From Text in the Get External Data Section



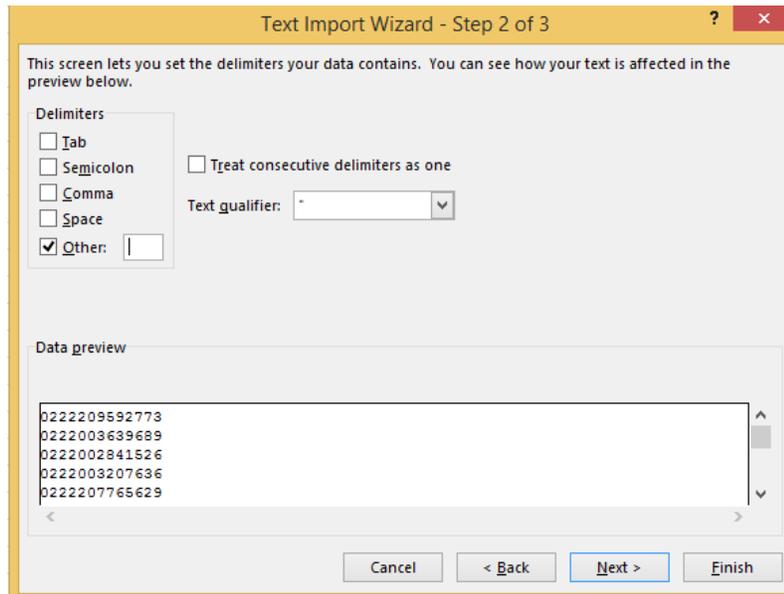
- c. Find the TXT file from the USB drive, and click Import



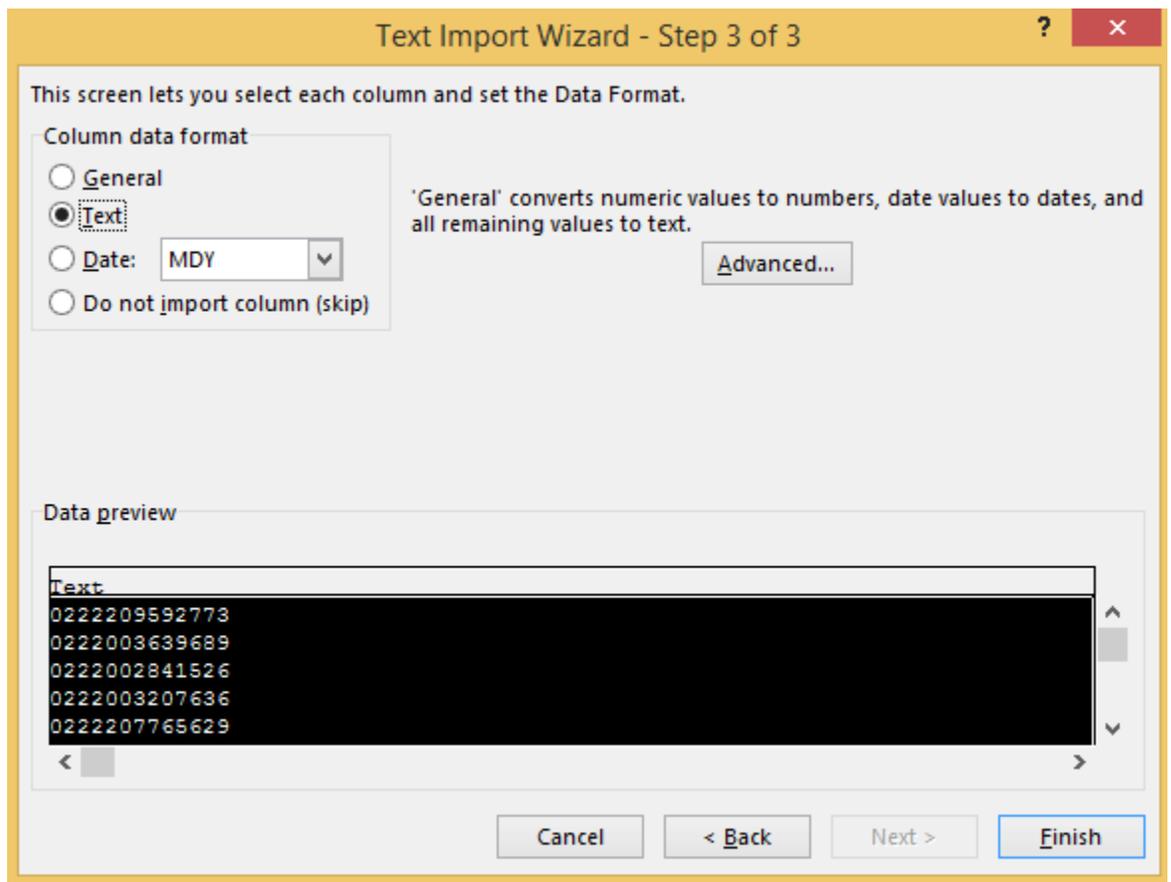
- d. The next step should just show the Delimited option selected, and that is it, click Next



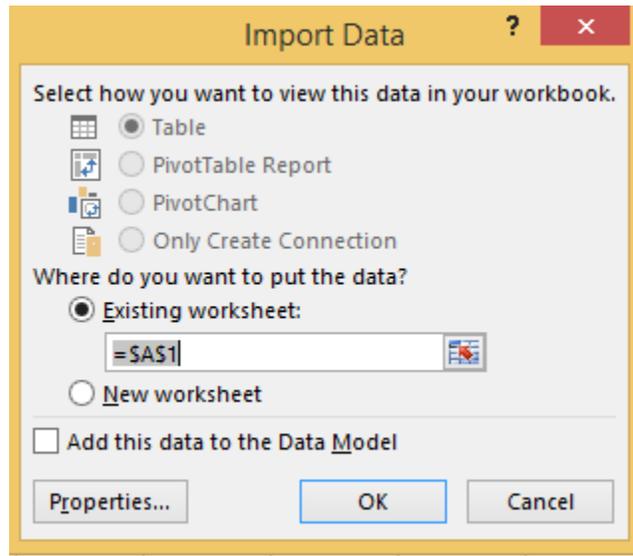
- e. Make sure only the Other box is checked, and click Next



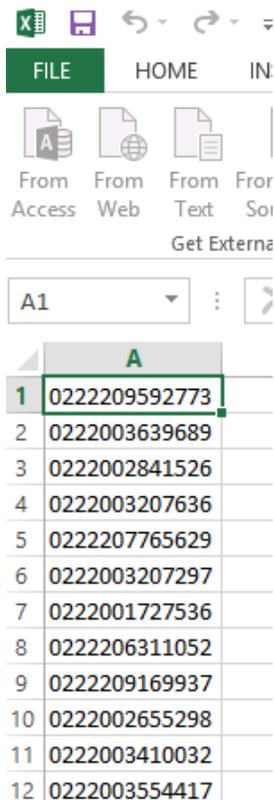
- f. Choose the Text button, and click Finish



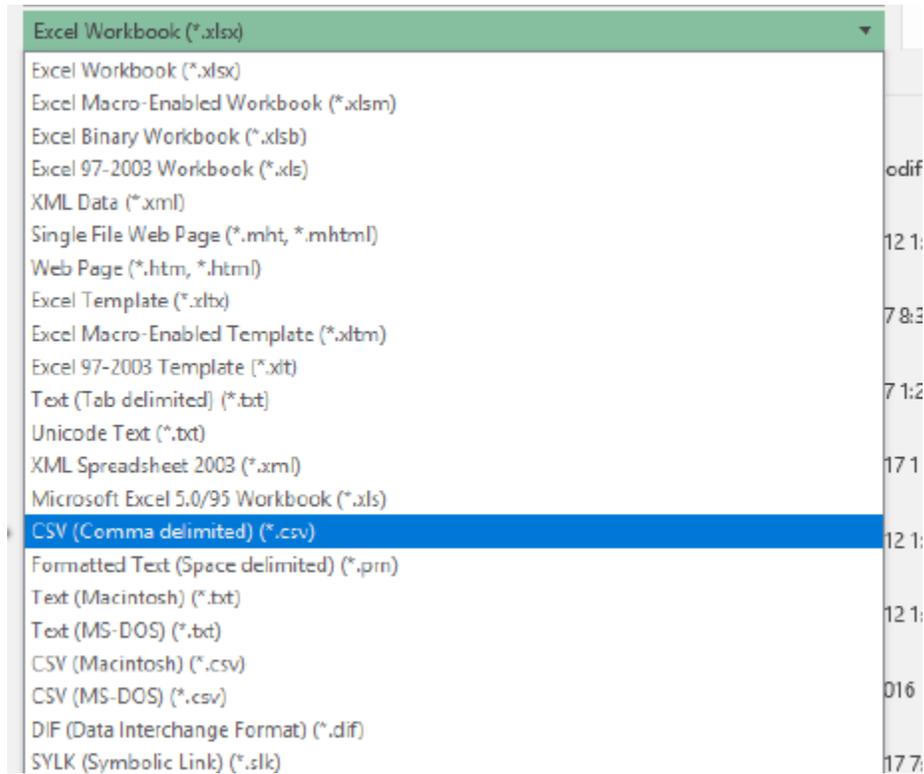
- g. For the Import Window, just click OK



- h. Your data should be imported and look just like your text file, make sure Excel didn't take away the 0's or give it decimals, but it shouldn't have if you selected Text for the data type.



- 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



7. Email daniel.gaghan@pueblolibrary.org 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!**