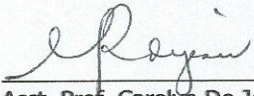


Procedure No:	ACA-PROC-LIB-0004
Procedure Title:	Inventory of Library Collection Procedure
Related Policy:	ADM-POL-LIB-0004 Inventory and Disposal of Library Materials
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Library Services Department
"Supersedes" Notification:	
Procedure Description:	This details the process and considerations in the inventory process implemented by the Library.
Areas of Responsibility:	Library Department
Procedure Details:	<p>Step 1. The designated Librarian performs shelf-reading.</p> <p>Step 2. Each library material shall be checked against the shelf-list cards.</p> <p>Step 3. The Librarian verifies and scans the barcode.</p> <p>Step 4. In case of a problem with a particular library material, the item is pulled out from the shelf and is forwarded to the Technical Section for correction.</p> <p>Step 5. Books or any library material that are found missing shall be considered for further searching and verification.</p> <p>Step 6. The Librarian prepares an inventory report.</p>
Procedure Approval Authority:	Chief Librarian
References:	
Definition:	
Help Page:	Library Services Department
Prepared by:	Planning, Funding and Development Office
Approved by:	 Asst. Prof. Carolyn De Jesus
Date of Approval:	1-10-12

This is a controlled document, any reproduction other than the original is considered unofficial unless indicated.