

**Fairley Elementary**

EDUCATIONAL SUPPLY - LIBRARY SERVICES  
LIBRARY MATERIALS INVENTORY REPORT 2015-2016

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Approved: Audrey M Johnson  
(Principal Signature)

**Book Inventory**

Books on hand May 2015		<u>5917</u>
New books received from Library Processing	+	<u>143</u>
New books received from other sources	+	<u>0</u>
Total	=	<u>6060</u>
Books discarded 2015-2016	-	<u>1443</u>
Books lost 2015-2016	-	<u>11</u>
Books on hand May, 2016	=	<u>4606</u>
Book circulation 2015-2016		<u>          </u>

**Audio Visual/Software Inventory**

AV/Software on hand May, 2015		<u>39</u>
New AV/Software received from Library Processing	+	<u>0</u>
New AV/Software received from other sources	+	<u>0</u>
Total	=	<u>39</u>
AV/Software discarded 2015-2016	-	<u>9</u>
AV/Software lost 2015-2016	-	<u>0</u>
AV/Software on hand May 2016	=	<u>30</u>
AV/Software circulation 2015-2016		<u>0</u>

OPAC Circulation Catalog Patrons Reports Administration Search Help

Messages (1)

Useful Links for Inventory

- Videos:
  - [Creating an Inventory](#)
  - [Direct Barcode Capture](#)
  - [File Update](#)
- Action Update, Reports and Finalizing an Inventory

- Documents:
  - [Atrium Inventory Handbook](#)
  - [Atrium Inventory Resource Guide](#)

[Mark As Read](#)

Worker Log On

User: Librarian  
Library: Fairley Elementary School

- [View Permissions](#)
- [Log Off Librarian](#)

Quick Cataloging

ISBN:

[Add](#) [Advanced](#)

Item Lookup

Edit Bibliographic:

[Lookup](#)

Review Bibliographic:

[Lookup](#)

Review Item:

[Lookup](#)

Patron Lookup

Patron Name / Barcode:

[Lookup](#)

Search:

SSN

[Search](#)

Actions: [Reports](#)

Inventory (2015-2016 Inventory) -- Finalized (Last activity: 05/27/2016 03:52:00PM)

Filter: Material Type does not contain phrase "textbooks" AND Material Type does not contain phrase "equipment"

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Inventory Reports

Report Name	Ac
<a href="#">Show Seen Inventory Items (4494)</a>	<a href="#">View</a>
<a href="#">Show Unseen Inventory Items (0)</a>	
<a href="#">Show Lost Inventory Items (11)</a>	<a href="#">View</a>
<a href="#">Show Out Of Order Inventory Items</a>	<a href="#">View</a>
<a href="#">Show Active Inventory (4505)</a>	<a href="#">View</a>
Stats: Seen: 4494 Unseen: 0 Lost: 11 Total: 4505	

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