



The image depicts a stylized window interface on a blue grid background. The window has a title bar at the top with navigation symbols (< >), a gear icon, and window control symbols (-, square, X). The main content area features a light blue sky with a white star in the top left, a crescent moon in the top right, and a dark grey ground line at the bottom. The title "Combining Shelf Reporter Tools" is centered in a blue, rounded font. Below the title is a search bar with a white background and a blue border, containing the text "What we do at Brookens library" and a magnifying glass icon on the right.

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## WHY?

Why use multiple tools?  
Why these tools?

## WHAT?

What tools and how do they work?

## HOW?

What does this process look like in practice?

## NOW WHAT?

Problems, changes, and future concerns.



# WHY CHANGE?



## Shelf Reporter in Alma

- Confusing interface
- Confusing language
- No clear action from results
- Results often not useful

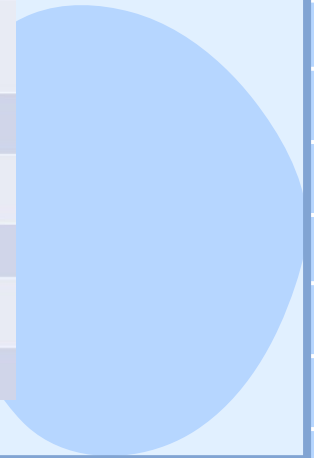
		Count
1	Items in place	28
2	Missing items but marked in place	0
3	Items on shelf but marked not in place	0
4	Known items not in place	0
5	Items on shelf but out of range/set	0
6	Barcodes with no matched item	1



# WHAT? The best of both



Feature	Alma Shelf Report	Batch Inventory Tool	Interactive Inventory Tool
Real-time information	✗	✗	✓
Ability to scan barcodes and then process them	✓	✓	✓
Identifies problem books during scanning (no need to go back to the shelf)	✗	✓	✓
Checks for multiple valid locations	✗	✗	✓
Timestamp on each scan	✗	✗	✓
Rudimentary shelf order check	✗	✓	✓
Save results	✓	✓	✓
Identifies items missing from a range	✓	✗	✗
Problem categories	5	8	12





## HOW? Our use of these tools



#1

Scan Shelf



Done in Alma  
Interactive  
Inventory Tool

#2

Examine  
Errors



Color-coding  
allows students to  
easily scan issues

#3

Book Flags for  
Triage



Used for issues that  
need supervisor's  
attention

#4

Shelf Report in  
Alma



Identify any  
missing books



Legend

Add Barcode

End Session - Download CSV File



Test Beep Sound

Pitch

Volume

	Barcode	Location Code	Call Number	Volume	Title	Process	Temp Location	Bib supp	Hold supp	Record Num	Status	Status Note	Timestamp
 	21411000010982	circ	RA 644 J67 H55 2021		Pandemic 2020: COVID in the U.S.					23165600240005898	PASS	Barcode Found.	2023-10-01_16:19:37
 	21411000010990	circ	PR 4557 H38 2022		Christmas Themes in the Works of Dickens					23165600210005898	PASS	Barcode Found.	2023-10-01_16:19:30
 	21411000010986	circ	PR 6005 H66 S55x 2005		Sleeping Murder: A Novel					23165600180005898	PASS	Barcode Found.	2023-10-01_16:19:21
 	31411000237763	circ	PR3184 .D81964		The Duchess of Malfi.					2358853320005898	PASS	Barcode Found.	2023-10-01_16:19:11
 	31411000230439	circ	PQ1215 .B54		The genius of the French theater.			X		2366231080005898	PULL-SUPP	Barcode Found. Bib suppressed.	2023-10-01_16:18:53
 	31412007384902										NOT-FOUND	--	
 	31412005243191	circ	PN81 .C857 1997		Literary theory : a very short introduction /				X	2366100500005898	PULL-HSUPP	Barcode Found. Holding suppressed.	2023-10-01_16:18:19
 	31412007362635	general	HQ1155 .N68 2021		Not dead yet : feminism, passion and women's liberation /					23138747980005898	PULL-LOC	Barcode Found. Invalid Location	2023-10-01_16:18:07
 	31412007505910	circ	F386 .P45		Texas: a world in itself.	LOAN				2365451600005898	PULL-DUE	Barcode Found. Item on LOAN	2023-10-01_16:17:47

# Using the Interactive Inventory Tool

Name: \_\_\_\_\_ Date \_\_\_\_\_

Red Text = item before/after is out of order, fix the shelf

Blue Text = Call # is duplicated, if the item is not part of a multi-volume series then bring downstairs

Check Here    Status

	Not Found - NOT-FOUND
	Invalid Location - PULL-LOC
	Suppressed - PULL-SUPP
	Suppressed - PULL-HSUPP
	Incorrect Status Code - PULL-STAT
	Multiple issues - PULL-MULT
	Item is checked out in Alma - PULL DUE
	Bad Title - META-TTL
	Bad Volume - META-VOL
	Bad Call Number - META-CALL
	FAIL - Refresh and try again. If the problem persists, bring downstairs.

Check Here

	Item Damaged
	Needs New Call #
	No Barcode
	Other Issue (use additional notes)

Additional Notes

Stats    Office Use Only

	Total Loans
	Last Loan
	Ishare copies

# Address Errors

## Triaging with book flags

1. Fill out Flag
2. Put on Triage Cart
3. Triage Team Fixes\*
4. Reshelve





# Run in Alma Shelf Report



Only check Missing Items but marked in place







# NOW WHAT?



## Problems and Adaptations



Training-Heavy

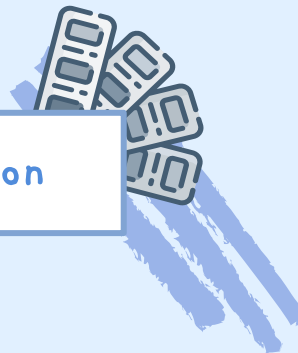


Triage Methods

Staged Training



Color Confusion



Circ Review WO





## Resources



- [CARLI Documentation on the Alma Interactive Inventory Tool](#)
- [ExLibris Documentation on Shelf Reporter](#)
- [CARLI Documentation on Work Orders](#)
- [ExLibris Documentation on Work Orders](#)





# THANKS!

Do you have any questions?  
Would you like copies of any materials?

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# Triage Guide

	Error	Stats	Put in Circ Review	Action
Red	Not in Alma	I-share only	Yes	Pink Cart
Orange	Bad Call Number	No	Yes	Black Cart
Blue	Bad Title	No	Yes	Black Cart
Mint Green	Bad Volume	No	Yes	Black Cart
Goldenrod	Incorrect Status Code	No	No	Likely the status is "missing". Confirm and remove missing status. Check call number on book matches Alma. Then scan into inventory tool to see if it's now clear. If so, put on reshelve shelf.
Yellow	Incorrect Location	No	No	Use Scan In to change the permanent location to match what is on the book. Put on reshelve shelf.
Tan	Item is marked as suppressed	No	No	Check call number on book matches Alma. Put on Charity's desk.
Purple	Item is marked as suppressed	No	No	Check call number on book matches Alma. Put on Charity's desk.
Bright Green	Item is checked out in Alma	No	No	Put on Charity's desk.
Grey	Multiple Issues			Put on Charity's desk.
	Damage	Yes	Yes	Pink Cart
	Needs new Call #	Maybe	Maybe	FEA/Video/ESL put on black cart. All other locations complete all stats.
	No Barcode in Book	No	Yes	Black Cart