

Maintaining Inventory Records

Simple and convenient methods for maintaining inventory records and for conducting inventory are described below:

A. Inventory Record

1. An inventory control card should be maintained for each item of school library resources, textbooks, and other instructional materials acquired under the Title II program.
2. The descriptive information on the card should include (a) type of material--for example, film, record, textbook, pamphlet, periodical, filmstrip; (b) title of each item; (c) number of copies of each item. Enough descriptive information should be given for each item so that it can be clearly distinguished from all other items.
3. For school library materials (materials that have been cataloged), shelf list cards may be used as the inventory control card, provided that materials acquired under Title II are distinctly labeled for separation from the regular collection.

B. Inventory Procedure

1. All materials should be inventoried once each year, preferably at the end of the school year.
2. Inventory control cards should be checked with materials on hand.
3. Materials accounted for should be noted on the card--A - At Hand, with the month and year--for example, A 6/65 - 5 copies.
4. If any materials cannot be located, paper clips should be put on the cards. All places where materials could be, such as classrooms, libraries, or laboratories should be checked, as should the records of charges to borrowers.
5. If missing items cannot be located after a careful search, information to that effect should be written on the card, together with the number of copies missing--for example, M (Missing) 6/65 - 5 copies.
6. After all materials have been checked with the inventory control cards, a summary of materials at hand and materials missing should be prepared.

This summary will be used to prepare an inventory record for the State or local educational agency for accounting purposes. Such a summary will account for all the items acquired under Title II as either at hand, missing, lost, obsolete, or worn out. The reporting should be done in terms of the total number of items of each type rather than by listing individual titles.