Learn how stocktaking results are available to view in OLIB.
► Cataloguing > Stocktaking

This information relates to stocktaking in OLIB Web. Prior to running the stocktaking process and viewing the results you need to set up a stocktaking project.

After running the stocktaking checks process, OLIB displays the results in 3 ways:

**Email report sent after stocktaking process has completed**

(and a new Log File attached to the stocktaking project). This indicates:

- When the stockcheck started
- When it completed
- Location(s), Sub-Location(s), Shelf/Shelves and Shelfmark range
- A summary of the number of items and their statuses (statuses the same as listed below)
- A list of item barcodes that were not found in OLIB, together with the shelving information from the item barcodes immediately before and after these in the uploaded file and any associated ISBNs, together with title information. Such titles will be added to a folder.

**Example**

Started: 07-Dec 11:27, Finished: 07-Dec 11:29
Locations: ;FD;MAIN
Sub-locations:
Shelves:
Shelfmark range: -

<table>
<thead>
<tr>
<th>RESULT</th>
<th>COUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Found</td>
<td>15</td>
</tr>
<tr>
<td>Loaned After Check</td>
<td>1</td>
</tr>
<tr>
<td>Loaned After Check</td>
<td>2</td>
</tr>
<tr>
<td>Misfiled</td>
<td>1</td>
</tr>
<tr>
<td>Mis-Shelved</td>
<td>2</td>
</tr>
</tbody>
</table>
### Stocktaking domain - summary results

Items listed by status. To view items for each status click on the status link. You can click through from the links in the Summary Results field to the lists of the items of that status (except for Found items as Found items do not exist in OLIB).

**Archived After Check**
This barcode was scanned, so it is on the shelf, but when the stockcheck process was run, the copy record had been archived after the stocktaking project’s start date. Therefore the item should not have been on the shelf. It should have been removed from the shelf and discarded. However, it is likely that the item was archived after it was scanned as part of the stocktaking project, and is therefore probably not a concern. This ought to be confirmed.

**Archived Before Check**
This barcode was scanned, so it is on the shelf, but when the stockcheck process was run, the copy record had been archived before the stocktaking project’s start date. Therefore the item should not have been on the shelf. It should have been removed from the shelf and discarded or otherwise disposed of.

**Data Error – Archived Copy Has No Title**
This barcode has been scanned, but it is an archived copy without a corresponding title record. This item should be reviewed to ascertain whether it really ought to have been on the shelf. Also, the copy and title records in the database should be reviewed to confirm that they are suitably configured.

**Data Error –Copy Has No Title**
This barcode has been scanned, but it does not have a corresponding title record. This item should be reviewed to ascertain whether it really ought to have been on the shelf. Also, the copy and title records in the database should be reviewed to confirm that they are suitably configured.

**Found [on the shelf but not in OLILB]**
This barcode scanned as on the shelf, but the barcode does not exist in OLILB. The item is therefore likely to be an item that belongs to a different library that is not part of this OLILB system. It ought to be retrieved from the shelf and returned to the library it belongs to.

The email report sent at the end of the stockcheck processing will indicate the location and shelfmarks for the barcodes that were scanned before and after this one so that the item can be more easily located on the shelf and processed appropriately.

**Held After Check**
This barcode was scanned, so it is on the shelf, but when the stockcheck process was run, it had a loan status of Held and the hold was registered after the stocktaking project’s start date. The item should not therefore have been on the shelf. It should have been on the Awaiting Collection shelf behind an issue desk, awaiting collection by the user. The item should not therefore have been on the shelf. It should have been on the Awaiting Collection shelf behind an issue desk, awaiting collection by the user. However, it is likely that the item was held after it was scanned as part of the stocktaking project, and therefore now is physically located on the Awaiting Collection shelf. However, this ought to be confirmed.

**Held Before Check**
This barcode was scanned, so it is on the shelf, but when the stockcheck process was run, it had a loan status of Held and the hold was registered before the stocktaking project’s start date. The item should not therefore have been on the shelf. It should have been on the Awaiting Collection shelf behind an issue desk, awaiting collection by the user.

The probability is that the item was flagged as Held in OLILB without the item being physically retrieved from the shelf and placed on the Awaiting Collection shelf. The danger of this is that the item may still be on the shelf for another user to pick up and use in the library. If the user for whom it has been held then comes into the library to collect it, it will not be there to collect. So Held Before Check items ought to be resolved as a matter of urgency.

Remember that OLILB will alert circulation desk staff if an attempt is made to issue a held item to a user other than the user for whom it is held. So if the other user attempts to have the item issued to him/her rather than just using it in the library, the circulation desk staff member will be alerted and will not continue with the issue transaction but will instead place the item on the Awaiting Collection shelf.

**Loaned After Check**
This barcode was scanned, so it is on the shelf, but when the stockcheck process was run, it had a loan status of On Loan and the loan transaction was recorded after the stocktaking project’s start date. Therefore the item should not have been on the shelf. It should have been in the possession of the user to whom it was issued. However, it is likely that the
item was issued after it was scanned as part of the stocktaking project, and is therefore probably not a concern. This ought to be confirmed.

**Loaned Before Check**
This barcode was scanned, so it is on the shelf, but when the stockcheck process was run, it had a loan status of On Loan and the loan transaction was recorded before the stocktaking project’s start date. Therefore the item should not have been on the shelf. It should have been in the possession of the user to whom it was issued. In reality, the probability is that the borrower replaced the item on the shelf without returning it at the circulation desk. So it is likely to be resolved simply by returning the item in OLIB.

**Mis-Shelved**
This barcode relates to an item whose location, sub-location, shelf, category or media type indicates that it should be somewhere else in the library or in another library, and should therefore be retrieved from the shelf and physically relocated to its correct location.

Note that it may be that the item has been reported missing by the stockcheck of a stocktaking project that includes the items where the item should be.

**Misfiled (Available)**
This copy record has a shelfmark that lies inside the stockcheck shelf/shelfmark range but one which indicates that it should have been scanned before the previous item or after the following one. The item may therefore need to be relocated to its proper position in the shelfmark sequence. From OLIB 9 Service Pack 12, if your library does not use the Dewey Decimal Classification system, you can use Sorting Rules to configure the filing order for your Classes and/or Shelfmarks. This will improve the usability of OLIB Stocktaking by reducing the occurrences of misfiled and missing items.

**No Shelfmark**
This barcode relates to a copy that has no shelfmark in OLIB. OLIB cannot therefore make a decision on whether it is misfiled.

**Not Scanned - Missing**
This barcode was not scanned on the shelf and, when the stockcheck process was run, the item was flagged as Available (copy status Expect On Shelf = Yes or, if copy status Expect On Shelf = NULL, copy loan status = Available). So the item should have been on the shelf but wasn’t. The item is therefore missing and should be traced and/or resolved (e.g. by flagging the item as Missing in OLIB or by archiving or deleting the copy record) as a matter of urgency. Before taking any action, however, it would be worthwhile awaiting completion of any outstanding stockchecks which may indicate that the item is mis-shelved.

**Not Scanned – Not Expected (Held)**
This barcode was not scanned on the shelf and, when the stockcheck process was run, the item had a loan status of Held. The item is therefore likely to be on the Awaiting Collection shelf behind the issue desk. However, this ought to be confirmed.

**Not Scanned – Not Expected (In Transit / Reserved/In Transit)**
This barcode was not scanned on the shelf and, when the stockcheck process was run, the item had a loan status of In Transit or Reserved/In Transit. The item is therefore (hopefully) in transit to another location and is not a cause for
concern for this stocktaking project.

**Not Scanned – Not Expected (On Loan)**
This barcode was not scanned on the shelf and, when the stockcheck process was run, the item had a loan status of On Loan. The item is therefore (hopefully) in the possession of the user to whom it was issued and is not a cause for concern for this stocktaking project.

**Out of Range**
This barcode relates to a copy whose shelfmark lies outside the stockcheck shelfmark range. The scanned items either side of this have the same location, sub-location and shelf values. The item may therefore need to be relocated to its proper position on the shelf.

**Present (Available)**
This barcode relates to a copy that was scanned and, as far as can be ascertained, was in the correct place on the correct shelf of the correct location. Hopefully this will represent the vast majority of the items that were scanned as part of this stocktaking project.

**Scanned**
This barcode has been scanned, but the stockcheck process has not yet been run, or has been run and then reset.

In the **Summary Results** box there are also some useful Actions when you select one of the summary results -

**Show Stock Check Audit**: this displays all the audit records for that summary result. This shows just the Previous Location/Sub-location/Shelf/Shelfmark, the barcode scanned and the next Shelfmark, and is particularly useful for Found items. This list can be printed for shelf checking.

**Show Archived Copies**: this can also be used to list any archived copies which may need checking.

**Copies domain**

Once the stock check is complete, a filtered Copies search should be carried out to ensure that no copies have been excluded from the stockcheck that should not have been. The search should include the following criteria:

1. Enter a wildcard as search criteria.
2. Click **Refine Search**.
3. Under Related Domains select **Stock Checks**.
4. Under Refinements select **Scan Date**.
5. Choose the correct date / range and set **Accept Null**?
6. Execute the search.

It is also possible to filter by Copies Refinements - **Last Stock Check** date.

Set the refinement to **Before** the date you ran the stock check and apply any other refinements (e.g. Location, Shelf, etc.) to ensure that you are only searching for copies which should have been included in the stocktaking.

When you click on a Copy record in the hit list, go to the **Circ. Trans. History** sheet- OLIB shows an audit trail of
stockcheck information:

- The date/time that the stock check process identified this item
- The status assigned by the process
- If a mis-shelf or misfile is suspected, the shelving information for the items immediately before and after the item in the uploaded file

In the Stock Checks refinements you can also filter by **Result Date** to list copies processed on a particular date.

You can combine refinements to find lists of Missing items from that Stock Check, lists of Misfiled items, lists of items with no shelfmark, etc.

If you want to print out or save a list of items from this results list then select the items and use the Clipboard function to copy them. You could then paste the results into a spreadsheet.