

**From:** William Shuluk

**Sent:** Thu 6/17/2010 1:21 PM

**To:** Cindy Campbell; Diane Jackson; Donna Malaschak; 'ependleton@edison.edu'; Frank Dowd; Heidi Swanson; Jane V. Charles; Jill Uhler; Peggy Phetterplace; Robert Beeson; Steven Kolberg; Christopher Ludvigsen

**Cc:** Mary Walton; Anthony Valenti

**Subject:** inventory

Good afternoon,

We have spoken about the need for an inventory of our collections and I think the time has come for us to jump in and get it completed. There has not been an inventory completed within the past five years (possibly longer) and we really need to get a current inventory because:

1. we are in the queue for the batch loads at CCLA and OCLC over the next few months and this will enhance this process.
2. with a current, accurate snapshot of our collections we will increase the accuracy of our statistical reports.
3. we can better identify classification ranges that need attention.
4. The College should have an accurate accounting of what we spend the budget monies for.

I met with Chris and Steven this morning and we came up with the following plan;

1. Chris will take the lead on this project. He will have overall responsibility including scheduling **all of us** in rotating two person teams to do the actual inventory, and completing any additional general tasks to get this done.
2. Steven will be responsible for the putting together the technology and applications so we can do the job, including contacts with CCLA.

We will work in two person teams for one hour periods of time, 9:00am-3PM, Monday – Friday, I think this will help us maintain accuracy. If anyone has questions or concerns please see me or Chris.

Bill