

## ORGANIZE AND OPTIMIZE YOUR COLLECTION

# Inventory Plus

When was the last time your library performed an inventory of its entire collection? Performing an inventory is a daunting undertaking often leading to more work than was anticipated. Often misplaced items are discovered, damaged items need preservation attention, and catalog records are discovered to be inaccurate, in addition to scanning and confirming each individual book. Backstage's Inventory Plus service not only accounts for every item in your collection, but can be easily customized to handle the extra work that goes along with an inventory.

STEP  
01

## Evaluate Inventory



Our inventory technicians will scan the barcode of each and every item in your collection verifying that each item is on a shelf. When all items are scanned, we'll supply a plethora of detailed reports showing items found, not found, and more.

STEP  
02

## Select Match Points



You'll select a set of bibliographic match points for our inventory technicians to verify your physical items against their corresponding catalog records. Match points typically include title, author, call number, and location, but can be customized to meet your needs.

STEP  
03

## Identify Mismatches



We'll identify any match point mismatches, flag them as such, and either hand them off to your catalogers to be fixed, or we can fix them for you.

STEP  
04

## Linking Existing Records



If we find any items without a barcode, we can search your catalog for its corresponding record and link a new barcode to its proper record.

STEP  
05

## Create Brief Record



When there is an item in your collection with no corresponding record, we can create a brief bibliographic record to ensure access to that item is available.

STEP  
06

## Create Full Record



After the creation of a brief record, our off-site metadata specialists can match them to full records and even create original records if necessary.

STEP  
07

## Customize Inventory Plus



Since an inventory involves handling each and every item, you can customize your Inventory Plus project to include extra services such as shifting, moving, spine labeling, re-housing, shelf-list verification, cleaning, deaccessioning, RFID tag verification, and more!

STEP  
08

## Expect Quality



Throughout the project, all work is checked for quality to ensure no book is left unscanned and no barcode is left unlinked.

STEP  
09

## Our Guarantee



We will correct to your satisfaction, and at our expense, any problem with our services, no matter when such a problem comes to light.

In order to avoid inventory or information loss, consider leveraging Backstage's Inventory Plus Service.

 **Contact Us**

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**Backstage**  
LIBRARY WORKS