Inventory Investigator Training
Inventory Investigators should be aware of our organization system.

Inventory Investigators should first view the Shelving training.
Staff will print out lists.

Requests, lost, missing, in-transit, collection improvement, displays.
Find a number on the list

<table>
<thead>
<tr>
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<tr>
<td>Non-Fiction</td>
<td>796.334 T447 200-</td>
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<td>J 372.1782 A262H 2000</td>
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<td>J 398.2 C338P 2010</td>
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<td>J 516 N495S 2001</td>
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Find the appropriate shelf
Numbers are in order
Make sure the barcodes match
Another example
Lots of Black Beauties!
Accuracy is important
Check barcodes on duplicates
Fiction titles are in order by author’s last name, first name, then title.
There could be many books by the same author
Make sure the barcodes match!
Can’t find a title?
Check in the back- it might have gotten pushed out of line
Check the row to make sure the book is not out of place
Still can’t find it?

Let staff know so they can mark it missing.