



# ST. VLADIMIR'S ORTHODOX THEOLOGICAL SEMINARY LIBRARY

## Inventorying a Seminary Collection



### Project Scope

Nearly 183,000 items were processed in an Inventory Plus project that took approximately 21 weeks to complete, and which was conducted in three parts.

Once the initial inventory review was completed, the library optioned to allow Backstage to reshelve and shift the collection, verify the final shelf-listing arrangement, and commence deaccessioning based on a list provided by an SVOTS librarian.



### Workflow

The Backstage project manager hired eight technicians to complete the project. Inventory was confirmed by comparing materials against three metadata points (match points) and discrepancies between the item-in-hand and the record were corrected. Any items that were missing barcodes were processed and linked to records. The project was able to identify approximately 99,500 items that required barcoding and repair approximately 2,000 records to provide the library with a complete and up-to-date inventory.

### Project ID



Academic Library



Medium Sized Project



Collection Management



### Special Touches

In addition to monitoring the budget closely to account for additional services, Backstage was able to identify materials that might need repair in upcoming months. These items were documented and passed along to SVOTS librarians for secondary evaluation and care.



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