

**ALL PRINCIPALS/ALL MEDIA SPECIALISTS: Annual Library Media Center Inventory 2023-2024**

*Category: Required Action*

**Audience:** All Principals/APs, Media Specialists  
**Post Date:** Oct 05, 2023  
**Due Date:** Nov 03, 2023  
**Meeting Date:** n/a  
**Master Calendar:** n/a  
**Attachment(s):** n/a

This briefing provides information regarding the 2023-2024 annual library media center inventory.

**Purpose of the Library Media Center Inventory**

- Reconcile the physical library collection with catalog records contained in the Destiny Library Management System;
- Perform patron and collection maintenance through the Destiny Library Management System;
- Identify materials that are still checked out to students but are in the library;
- Locate materials that were marked "lost" in a previous inventory and change status to "available";
- Identify missing materials and mark them lost;
- Identify materials in need of weeding and removal;
- Use inventory data as a collection development tool to set library program goals and determine funding needs; and
- Provide program information to Library Media Services.

**Conducting the Library Media Center Inventory for 2023-2024**

- Each year, all staffed media centers are required to complete the following inventory tasks:
  - Perform a complete physical library inventory.
  - Complete the Annual Library Media Center Statistics Report.

**Submitting the Annual Library Media Center Statistics Report**

- The Annual Library Media Center Statistics Report must be completed and submitted online.
- After submitting, the library media staff, and school principal will receive - via email - a confirmation copy of the submitted report. A secure link is provided in case updates are required.

**Inventory Assistance**

- School site staff responsible for completing the report may contact Library Media Services via the Media Specialist Team in TEAMS, for assistance.
- Library Media Services has posted information on the Support page of the department's [website](#), as well as in their TEAMS Inventory channel to assist school site personnel in conducting the library inventory.

**Deadlines**

- Complete the physical inventory by Friday, November 3, 2023.
- Submit the Annual Library Media Center Statistics Report by is Friday, May 24, 2024.

**Contact:** Dr. Showanda Ricardson ( 305-995-4857 )  
**Department:** Library Media Services