

Library Inventory Policy

POLICIES

Issued: April 20, 2017

Responsible Official: Provost and Vice President for Academic

Official: Affairs

Responsible Office: Library

Policy Statement

It is the policy of Austin Peay State University to establish a library materials inventory process consistent with state accounting and administrative control requirements.

Purpose

The cost of conducting a systematic inventory of book stock and other library materials is an important management consideration for libraries. A full or partial inventory of library materials may be conducted annually to promote materials accountability, and to meet the guidelines of internal accounting and administrative control that are cited in the Tennessee Financial Integrity Act (T.C.A. § 9-18-102).

Procedures

If the library chooses to do an inventory, one of the following two methods should be used:

1. A partial inventory that covers the entire collection over a two to five-year period; or
2. An annual or biennial book census using a reliable sampling technique derived from an authoritative statistics source that explains how to do standard deviation calculations.

In order to meet the guidelines of internal accounting and administrative control that are cited in the Financial Integrity Act, if the Library chooses not to conduct an inventory, it must annually report the numbers of library materials added and withdrawn from its collection.

Revision Dates

APSU Policy 2:020 – Issued: April 20, 2017

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

President: signature on file
