DOING INVENTORY IN SIERRA USING CIRCA

1. Go to the Circa website: <https://sierra-app.wrlsweb.org/iii/airwkst>
2. Log in using your Sierra password
3. Click on ***Inventory Control***
4. You can choose between **Shelflist** and **Inventory**. They both operate basically the same, but Shelflist is intended for a quick check of a small section of a collection. It doesn’t record an inventory date in Sierra since it isn’t expected that you will scan the whole collection. If you intend to do the whole collection, it’s better to choose Inventory.
5. To inventory a whole collection or even the whole library, start scanning items at the main Inventory Control screen in the box under “Please scan item barcode:” Keep scanning until the whole area you want to deal with during that session is complete. Circa is interactive, so you need to watch the screen as you scan to be sure any anomalies are handled immediately. For example checked out items need to be checked in or items not in the correct location or status need to be corrected or set aside for later correction.
6. When you’ve scanned the area that you want to deal with, click on the **Shelflist** button. The screen will list the first and last item you scanned. Click **Continue**.
7. A list summarizing what was scanned will appear. This will show different categories relating to what the inventory found:
	1. ***Shelflist Total*** – what should be in the range between the first and last items you just scanned. The statuses are broken down as follows:
		1. **On shelf expected** – items where they should be
		2. **Checked out expected** – items correctly checked out (not lost, missing, etc.)
		3. **Other** – items that might be problems
	2. ***Scanned Total*** – what was actually scanned
		1. **In range** – items in the correct place
		2. **In range-Warning** – items in the correct range but the wrong status (e.g. checked out)
		3. **Out of range** – items scanned but in the wrong location (from another collection or library)
	3. ***Missing from shelf*** – items that should have been scanned but weren’t. You could have missed scanning them by mistake or they could be actually missing (misshelved, lost, etc.)
8. If you click on each category you can see the items in that category. All anomalies should be dealt with before moving on.
9. You can go back to the previous Circa screen by clicking the **Up** button.
10. Sections can be scanned out of order or on different days, but you need to keep track of what has been scanned if you don’t complete the whole collection during any session.
11. Items scanned in Inventory (not Shelflist) will have an inventory date recorded automatically in the item record in Sierra.