



# Inventory of Books Procedure



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# Inventory of Books Procedure

Calling out and checking each book's accession number against the inventory record.



Checking the details of the book against the inventory record in the computer.



Indicating check mark and/or year of inventory in the computer's inventory record.



Reviewing of unchecked items and double checking the record of borrowed or discarded books.



Finalizing the inventory record and making a summary of inventory.



Printing and furnishing the COM Library and supply office with a copy of summary of inventory.