Guidelines for Inventorying Serials Holdings for the DPR

Using the Inventory Sheet, verify the complete holdings for each title that has been assigned to your library.

The inventory is to be conducted on a volume-by-volume basis … **NOT** issue by issue. In order words, you **DO** need to find and report any missing volumes, so that the print run can be filled in by another library, but it is not necessary to look through the contents of each volume issue by issue.

Unlike the first survey when each library was asked to check its summary holdings for every JSTOR and ACS journal, this survey must either be conducted in the stacks with the physical volumes or by consulting the item records attached to the bibliographic record for the journal in order to ascertain the library's holdings at the level of each bound unit.

Conduct the inventory by either checking the call number label and/or spine or the volume designators in the item record. Assume that the label/spine or item record designators provide accurate information. Your primary goal is to find missing volumes. If it is clear from the label or item record that a volume is incomplete, you may also record that information on the inventory sheet. In rare instances, consult the bound volume to see what it contains.

In filling out the inventory sheet:

- Record the summary holdings (see example on the back)
- Pay attention to changes in title. Different titles require a separate inventory sheet.
- Record all missing volumes in the lower half of the sheet.
- Record any obviously incomplete volumes at the bottom of the sheet.

Thanks for your assistance. Please return your inventory sheets to Mark Watson through the mail or as e-mail attachments by April 23, 2007.

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Orbis-Cascade Alliance Print Depository Project
Example Inventory Sheet
(photocopy as needed)

Name of Person completing the survey: ______________________________________

E-mail Contact: ____

Institution: ____

Title: ____

Summary Holdings: ________v. 56(1893)-110(1947)_____________________________

Missing Volumes:

1st designator	2nd designator
v. 57	1894
v. 109	1946

Incomplete Volumes:

1st designator	2nd designator
v. 59	1896 inc.