

**PROCESS NAME**  
YEARLY BOOK CENSUS

**CODE**  
Kddb-17

**PROCESS TIME**  
20 DAYS

**RESPONSIBLES**

Library Staff determined by the Census Commission

**PROCESS**

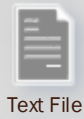
**START**

The Census Commission is formed on the first working day of each year.

Printed publications are counted every year during the holiday period of academic year.

All Library staff arrange the books on their shelves according to their topic numbers. **2 days**

All Library personnel create a Text File by scans the barcodes of the printed publications on the shelves to which they are responsible. **15 days**



Text File

All the barcodes read are collected in a single file by the Census Commission and transferred to the Library Automation System. **1 day**

The barcodes of the publications on the Library Automation System and the Barcodes in the Census File are compared and the missing list is created. **1 day**



The Missing List

The material on the The Missing List is checked again from the shelves, the barcodes of those found are read, and the rest are checked once again. **1 day**

Publications that cannot be found as a result of the count are kept until the end of the year and checked again, if not found, they are removed from the record.

**FINISH**