SS Inventory Scanning

Learning Objectives for Student Employees

By the conclusion of this training activity, student assistants will be able to:

1. Contribute to inventory projects by scanning barcodes quickly.

Learning Activities

Student assistants will:

- Read/engage with the wiki page and included links.
- Discuss information with a mentor.
- Observe a mentor scanning efficiently.
- Practice scanning in front of a mentor.

Assessment

1. Timed inventory scanning.

Training Instructions for Supervisors

1. Get Setup

★ 1. Review the training guide learning objectives (above) to familiarize yourself with the goals of this module. This should take 5-15 minutes.

2. Set up the student assistants:
   a. Open the wiki page on available computers
      i. The computer next to the supervision desk
      ii. The computer by the preshelving wall
      iii. A laptop/desktop behind/near the circulation desk (only if necessary)
   b. Print the wiki page for yourself, and have the student assistants read/engage with the wiki page using the computers.
      (Some wiki pages include links to audio-visual resources, so student assistants may need head phones.)
   c. While available to answer any questions at the supervision desk, read the printed wiki information as the student assistants progress through the wiki page on the computers.
      This will ensure that you are providing the student assistants with the most up-to-date information during the next steps of training.

2. Discuss

Host a group discussion with all training participants. This should take 5-20 minutes depending on the number of student assistants you are training.

Including student assistants who have already completed training (when available) can help to spark discussion and reinforce content for more experienced student assistants.

1. Ask: Any Questions?
2. Listen and verify understanding of information the student assistants just read on the wiki.
   a. Point out correct information.
   b. Fill in gaps.
   c. Share personal experiences and insights relating to the content.
   d. Ask the student assistants content-specific questions:
      i. What is the purpose of inventory scanning?
         "To fix errors in our collections."
      ii. How fast should you be scanning each book?
      iii. How does the department keep track of your scanning progress?
         "The total number of books I scan per minute are monitored regularly."

3. Next Steps

★ 1. Show the student assistant the inventory clipboards/scanners.
   a. Point out the note on each clipboard that indicates where to stop.
   b. Explain the sign-in sheet to the student assistant
      i. name, date, time(s)
      ii. where to find where the last worker left off
      iii. where to find the last 5 digits of a barcode
   c. Explain that we use these last two fields to make sure that the next person who performs scanning can pick up where they left off.
   d. Explain that the sheets are also used to assess how well students are doing, their scanning rate, number of items/minutes scanned, etc.
   e. Reiterate that student assistants who do not scan efficiently will be identified and additional training will be offered. Every so often, students who beat their own scores get prizes.

2. Demonstrate how the scanner works, how to scan quickly, and remind them to scan ALL books in their current order, including ones that are out of order, tied up, or in preservation boxes.
a. Dead scanner? Stops beeping? Tell them to let someone know right away.

3. **Go to a scanning area and demonstrate how to scan efficiently.**

4. **Practice:** Ask the student to scan, and watch them for a few minutes.
   a. Make sure they are scanning in correct order: left-to-right on a shelf, top-to-bottom in a section, left-to-right on a face.
   a. Remind them to pull any damaged items or missing barcodes/call numbers, and make sure they know where to place them.

5. **Assess:** Have the student employee scan for a half-hour. Record the date they complete this assessment in their training tracker, and notify Charlene by tagging her in a message in the delegation area of Microsoft Teams. She will reach out to you and the student with their scanning rate per minute.