

LIBRARY SUPPLY INVENTORY

Primary School Resource Management

Date: _____

Auditor: _____

REF	ITEM DESCRIPTION	CATEGORY	IN STOCK	MIN. REQ	CONDITION / NOTES
	Barcode Labels (Rolls)	Processing	___	2	
	Clear Book Laminate (m)	Protection	___	50	
	Spine Label Protectors	Processing	___	500	
	Book Repair Tape (Acid-Free)	Maintenance	___	5	
	Date Due Slips (Packs)	Circulation	___	10	
	Library Cards (Blank)	Circulation	___	200	
	Book Shelf Dividers (A-Z)	Organization	___	1 Set	

REF	ITEM DESCRIPTION	CATEGORY	IN STOCK	MIN. REQ	CONDITION / NOTES
	Genre Color Stickers	Organization	—	1000	
	Sanitizing Book Wipes	Cleaning	—	4	
	Poster Board (Assorted)	Displays	—	20	

Comments / Special Orders Needed: