STOCK VERIFICATION IN MANIBEN NANAVATI WOMEN'S COLLEGE LIBRARY A CASE STUDY

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Abstract

The study focuses on the Automated Stock Verification process in Maniben Nanavati Women's College Library by using SLIM 21 Library Management Software. The complete process of Stock verification using PT 60 Stock taking device , data capturing, data uploading, process of find out missing accession numbers, report generation in SLIM software, withdrawn process have been discuss. The stock verification rules and regulation, various methods of stock verification, how it is necessary to upgrade our library collection are also described in this paper.

Keywords: *Stock Verification, Barcode technology, Weeding, SLIM 21, PT 60 Devise*

Introduction

Today the tremendous development in IT as well as education sector have made the task of library and information professionals more challenging in organizing library and information center for imparting the right information to the users at right time. Library automation plays an important role in integration of various library processes and help to reduce or avoid the human error. Access to library holdings available to users led to loss, damage and misplacement of books. To maintain the balance between various subjects and to take adequate precautionary measures it is necessary to do periodical inventory, accounting of library collection regularly. The systematic check of library holdings for finding out missing items is called as stock verification. It is also referred as stock taking, physical verification of stock inspection.

Advantages:

1) Restoration of misplaced items in the stock
2) Determining mutilated and worn out items in the stock
3) Evaluating the adequacy of current arrangement for stock protection
4) Extending new opportunities for cleaning and sprucing up stack areas

Disadvantages:

1) Closure of the library for stock verification purposes is deemed inconvenient and unpleasant by users.

2) The cost of conducting physical stock verification presumably far exceeds the cost of item reportedly lost in the stock verification. If the loss is high then the permissible loss the library staffs have to explain.

3) It is tough task for big libraries

Frequency of Stock Verification

As per provisions contained in rule 116 Sub- Para (V to VII) of general financial rules, 1963 (3rd). The decision in this regards is dependent upon the size of library holdings and the strength of the library qualified staff posted in the library.

Rule116. Sub-Para (V): "Complete annual physical verification of books should be done every year in the case of libraries having not mere than 20,000 volumes & not fewer than two library qualified staff. If in case there is only one qualified staff the verification may be done as per sub-para (VI)"

Rule 116. Sub Para (VI): "Complete physical verification at intervals of not more than 3 yrs should be done in case of libraries having more than 20,000 books but not more than 50,000 Volumes."

Rules 116 Sub-Para (VII): "Sample verification at intervals of not more than 5 years should be done in case of libraries having more than 50,000 volumes. If such a sample verification reveals unusual or un reasonable shortages, complete verification shall be done".

Permissible loss in Stock Verification

As per provisions contained in rule 116 Sub – Para (II) Loss three volume per thousand volumes issued consulted in year may be taken as a reasonable provided such loss cannot be attributed to dishonesty or negligence on the past of librarian. Loss of book of value exceeding Rs 200/- and book of special nature and rarity shall invariably be invested & consequential action taken. All such losses will have been written off only by competent authority.

Stock Verification Method

Basically stock verification done by following methods

1) Shelf List Method: In this method shelf list card is used to verify the availability of items on shelf. If any item found missing the relevant card is made to stand on its edges.

2) Accession Register Method: The availability of an item on shelf is duly marked against the accession number given in accession register item left unmarked are listed and further search is conducted to locate such books within the library.

3) Accession Number on Sheet Method: In this method Accession numbers are listed on loose sheets .Accession numbers of item found on shelves are crossed out. List is made up of all uncrossed accession number and again search is conducted to locate these books. The above mention methods are cumbersome, time consuming and error prone as these are done manually.

Automated Stock Verification in Our College Library

Maniben Nanavati Women's College has excellent updated fully computerized library which support the teaching learning & Research programme of institution. Our library is fully automated with SLIM 21 library management software. Barcode technology is also implemented in the library. OPAC facility is also provided by our library to locate reading materials. We have more than 30,000 collections of books.

Fig. 1. PT60 Stock Taking Devise   Fig. 2. Barcode Printer

Computerized Stocks taking of these books are done by using PT 60 stocks taking devise with available manpower; it helps to reduce human error. Software in this devise is set such a way that duplicate number will not enter into the stock. Every year stock taking is performing in the main library in the month of May. All our library staff takeouts books from the shelves, all the books arrange according to classification number. One person scan the barcode which is pasted on book title page (Accession No.) & shelf number with the help of PT60 stock talking devise. After the scanning get over all the cater data is transfer into computer and missing accession no list is prepared and this list has to be prepared thoroughly with following records.

1) Issue Cards (Books Borrowed by readers)

2) Weeded out books records (Books already Weeded)

3) Lost Book Records

4) Inter Library Loan Records

After checking the above record final missing list is prepared. During stock verification period returned documents were also verified before shelving.

Identification of damaged and worn out documents for repair, binding of obsolete volumes, rearrangement & cleaning & shelving of books, shelf label pasting work are also done simultaneously. Once all scanning is over, stock verification & report generation is done with the help of SLIM 21 Library management software within a short duration of time and the final report is presented in Library Committee Meeting.

Process of Weeding

To create a space and maintain updated library collection weeding of books is also one of the imported library activity. During stock taking library staff locate unwanted materials like books which are rarely use, torn and tattered books, old ed. books so that space will be created to keep the future collection. The list of library materials to be weeded out is prepared & submitted in the Library Advisory Committee. Approval is taken from the corresponding department head for weeding these materials. Reading material is examined by HOD and approval is given by them. Once we received the final approval withdrawn stamp should be affixed on the title page, Book pocket & Book card.

After the above process is completed withdrawn book exhibition is conducted in the library. 80-90% huge discount is given on these materials to the users. The remaining books which are not required in the library discarded as waste paper by usual process. Amount collected from exhibition is utilized for Library Development.

Conclusion:

Implementation of this new technology for stock verification in the library help to generate accurate reports with less human error and also to maintain updated library collection of Maniben Nanavati Women's college library.

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