



STOCK VERIFICATION OF BOOKS IN SKUAST-K LIBRARY SYSTEM: A SURVEY

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ABSTRACT

The present study focuses on various methods used for stock verification for assessing the loss of books in Sher-e –Kashmir University of Agricultural Sciences and Technology-Kashmir library system, J&K State. The questionnaire method was used to obtain necessary data for the study. Suggests several measures which include certain percentage to be written off and use of RFID technologies and vigilance of library staff besides other norm of UGC. This study reveals that, 100 percentages of colleges take stock verification through separate library verification committee, 50percentage of colleges take stock verification for the purpose to prevent the loss of books. 33.33 percentage of colleges lost 50 to 100 books and 100-300 books at the time of stock verification.

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INTRODUCTION

In ancient period libraries were considered as store house of recorded documents. The libraries have closed access system. In this system books were under lock & key. The books were preserved and not issued; consequently the chances of their loss were very rare. Now library is considered as information centre. The documents are for use to fulfil first law of library science. As the libraries now provide open access service to users, the loss, damage, and misplacement of books are inevitable. To know and replace the lost books and to maintain balance between various subjects and to take adequate precautionary measures, it is necessary to do periodical inventory checking and accounting of the library collection.

Stock Verification

The term stock verification means to ascertain the position of stores in government and commercial organizations. The term stock verification refers as being the process of checking as to what is in stock in relation to what it was. The emphasis is being put more on finding which items are missing than on how much the losses calculated.(Dhiman,2000). in this context of libraries, verification of stock is different from the verification of stores in private or government organizations. The collections in the libraries contain the various types of information sources. The library is a public institution and collections are subjected to accounting and checking, verification and reporting (Chaurasia & Chaurasia, 2011)

Method of stock Verification

Libraries traditionally perform the stock verification by adopting any one of the following methods

- By accession register
- By shelf list cards
- By slips containing accession numbers
- By numerical counting on shelves
- By make stock verification register
- By using computers and library management software and other automated methods

REVIEW OF LITERATURE

Kumar (2000) conducted a survey to assessing loss of books in college libraries of Shimoga city in Karnataka. The study found majority of the libraries 73.33% conduct stock verification annually. 66.66% of the colleges' uses accession list for conducting stock verification. The study suggests stock verification needs not to done every year. If the authorities desire to have verification every year than a separate team should engaged for verification and rectification of the stock of the library. Chaurasia & Chaurasia (2011) explained in their study using LibSys software to conduct stock verification at IIT Library, Delhi. Now with the introduction of new technology, it is very easy for the library staff to just place a scanner on the bar code; the scanner automatically passed the scanned information to the server, the information about missing resources can be easily accessed.

Sudha Rani & Nagaraju (2013) reviewed in the study focuses on various methods Verification of Books in Academic Libraries: A Special Reference to./Swaminathan, K S M and Raja, T used for stock verification and the difficulties involved

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in stock verification in Govt. degree college libraries in Andhra Pradesh. To obtain the views and perceptions of the working Librarians a questionnaire based survey method was used. The study found that majority (82.14 %) of the respondents are using model accession numbers list for stock verification. 53.6 % of the respondents opined that the library authority doesn't provide additional staff for verify the stock. 85.7 % of the respondents are taking precautionary steps to prevent the loss of books in their libraries

Objectives

- The objectives of the present study are:
- To find the status of library building.
- To find the collection of books in the library.
- To identify the duration of the stock verification period.
- To find the method of stock verification.
- To know about the stock verification committee.
- To find the purpose of the stock verification.
- To find out details of loss of books during stock verification.
- To know the responsibility of the loss of books.

METHODOLOGY

The study was conducted through a questionnaire based survey. A structured questionnaire with multi choice questions designed according to objectives and distributed among responded to fill it. The data was analysed and interpreted in suitable manner the respondents are from working library professionals from 06 libraries, SKUASTK in the Srinagar. This research questionnaire consists of nine questions regarding the stock verification in the college libraries
Tables of stock verification

Analysis

Table 1 Status of Library Building

SNO	Building	No of College	%
1	Separate	3	50
2	Library Hall	2	33.33
3	Class Room	01	16.67
4	Office Room	-	-
	Total	06	100

Table-1 shows out of 12 colleges 7(58.33) colleges having separate library building, 3 (25%) colleges having library hall and 2 (16.67%) colleges is the part of class room.

Table 2 Collection of Books in the library

SNO	Collection of Books	No of College	%
1	Less than 2000	01	16.67
2	Between 2001-7000	02	33.33
3	Between 7001-12000	01	16.67
4	Between 12001-17000		
5	Between 17001-22000		
6	Between 22001-27000		
7	Between 27001-32000		
8	Between 32001-37000	02	33.33
	Total	06	100

Table 2 Table-2 shows out of 06 colleges 02 (33.33%) colleges having more than 32000 collections of books and 02 (33.33%) colleges having between 20001-7000 collections of books. One college have collection between 7001-12000 (16.67%) and one college have collection less than 2000(16.67%).The above table shows the detailed statement of collection of books.

Table 3 Stock verification Period

SNO	Duration	No of College	%
1	Once in year	01	16.67
2	Once in two year	02	33.33
3	Once in three year		
4	Once in four year		
5	Once in five year	03	50
	Total	06	100

Table-3 shows out of 06 colleges 3 (50.00%) College libraries undertake stock verification once in five years and 02 (33.33%) college libraries undertake once in two years stock verification and one college takes stock verification annually.

Table 4 Method of Stock Verification

SNO	Method	No of College	%
1	Shelf list	03	50
2	Model Accession register	03	50
3	Subject wise	NIL	NIL
4	Classification Scheme	NIL	NIL
	Any other	Nil	Nil
	Total	06	100

Table-4 shows out of 06 colleges, 03 (50.00%) College libraries follow shelf method, 03(50.00%) college libraries follow Accession register method for Stock taking method.

Table 5 Stock verification committee

SNO	Type of Team	No of College	%
1	Library Staff	Nil	nil
2	Teaching Staff	Nil	Nil
3	Office Staff	Nil	Nil
4	Stock Verification committee	06	100
	Total	06	100

Table 5 shows out of 06 colleges, 06 (100%) colleges, stock verification is done by the stock verification committee

Table 6 Purpose of stock verification

SNO	Purpose	No of College	%
1	To assess the loss of books	02	33.33
2	To prevent the loss of books	03	50
3	To assess total volumes in library	01	16.67
4	Both 1-2	Nil	Nil
5	Both 2-3	Nil	Nil
	Total	06	100

Table-6 shows the purpose of undertaking stock verification. Out of 06 colleges, 03 (50%) colleges libraries show that the purpose of stock verification is to prevent the loss of books and 02 (33.33%) college libraries show that the purpose of stock verification is to assess the loss of book and the remaining 1 (16.67%) college libraries indicate that the purpose of stock verification is to assess the total volumes in library

Table 7 Details about Loss of Books

SNo	No of Books	No of college	%
1	Between 1000-700		Nil
2	Between 600-400	01	16.67
3	Between 300-100	02	33.33
4	Between 100-50	02	33.33
5	Between 40-20	01	16.67
6	Between 10-0	Nil	Nil
	Total	06	100

Table-7 shows out of 06 colleges, 2 (33.33%) colleges lost 50-100 books, 2 (33.33%) college lost 100-300books, 1 (16.67%) college lost 600-700books, 1 (16.67%) college lost 20-40 books,

Table 8 Responsibility for the loss of books

SNO	Responsibility for loss	No of College	%
1	Librarian	02	33.33
2	College management	Nil	Nil
3	No responsible	04	66.67
	Total	06	100

Table 8:- shows out of 06 colleges, 4 (66.67%) college there is no proper response for the lost books 02 (33.33%) college librarians had taken responsible for the lost books.

Table 9 Measures taken for loss of books

Cost recovery	No of College	%
Librarian		
Library Staff	02	33.33
3% of the total circulation of books written off as per Govt order 3 book per 1000 circulated	04	66.67
No response	Nil	Nil
Total	06	100

Table creates that only in 02 colleges the cost has been recovered from the library staff. In 04 colleges the cost of the lost books will written off as per Govt order of 3 books per 1000 circulation to be written off.

Major findings of the study

- 50.00% of the colleges have separate library building.
- 33.33 % of the colleges have more than 2000 to 7000 and 32001 to 37000 books.
- 50. 00% of colleges take stock verification once in five years.
- 50.00% of colleges take stock verification through accession register. , 50.00% colleges take verification by shelf list.
- In all colleges take stock verification through separate library stock verification committee.
- 50.00% of colleges take stock verification for the purpose of check the availability of books.
- 33.33% of colleges lost 50 to 100 &100-300.books at the time of taking stock verification
- 66.67% of colleges not responsible for loses due to open access system.

Suggestions

- Organizing the orientation programme to the students in every year should be conducted by the library regarding the collection of new books and what are the rules to be followed in the library.
- In the entrance and inside the library premises the staff should monitor the activities of the students to avoid the loss of books.
- CCTV system should be provided in the entrance and inside the library premises to avoid the loss of books.
- Stock verification team should be provided by the management and every year stock verification should be taken to avoid the loss of books.
- It is a team work and the librarian as well as the library staff should be conduct meeting once in a week regarding to avoid the loss of books.
- Implementation of RFID Technologies in Libraries to avoid loss of books.
- During stock verification the library should not be closed, stock taking should be done in stages so as to have the least possible effect on the normal functioning of the library.

CONCLUSION

The loss of books in libraries is inevitable and the problem should be tackled like any other social evil in the society. At collection level students should be instructed about the care and use of books & evil effects on the society of mutilates and the theft of the library books. Though the system is slow & time consuming. It requires persistent efforts on the part of library authority but it seems to be the only possible method for tackling the problem.

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