



## CHAPTER 12

# MAINTENANCE AND STOCK VERIFICATION

### 1. BINDING AND REPAIR

The basic purpose of library is to disseminate knowledge mainly through availability of right documents to the right person at the right time. The books of school library are subjected to heavy wear and tear, as the clientele is not mature enough to care for the borrowed items. There is wisdom in getting the book repaired as it prolongs the life span of the book. If the repair is of minor nature the in-house repair will do. Ordinary gummed tapes should not be used to join the torn or detached pages. This does not do any good and instead proves injurious and at times leaves the book beyond repair. Mostly it is the spine of the book, which requires frequent mending. A brightly coloured mending tape may be fixed to the spine of the book and lettering on the spine of the books with bright colours may be quite beneficial and add to the book's visual appeal when lying on shelves.

A good quality plastic sleeve of reasonable cost gives physical protection and helps in retaining the freshness of the jacket and its original colours. This reinforcement can go a long way in enhancing the life of book.



*Fig. 15. Book Binding*



## 2. Weeding And Discarding

Discarding of the book/documents from the library is as important as the selection of documents in library. Decency and change are the vital features of a dynamic library. According to Dr. S.R. Ranganathan the Library of a school follows the principle of ‘adult growth’ and thus its stocks need constant replenishment. While new books have to be added, the old ones, which are no longer of any use, should be gradually withdrawn from the shelves. This can be done with the help and cooperation of the subject teachers. Further, it should be borne in mind that low cost books are not worth binding, instead new copies may be procured and the old one withdrawn from the circulation and necessary entry made in the Accession Register and school Head’s signatures taken in the Remark column.

### (A) Criteria for Weeding and Discarding

All out-dated books, worn-out books, books beyond repair, books withdrawn from the course and such other items which are redundant such as editions that have lost their relevance need to be taken out from the shelves and discarded and necessary remarks made in the Accession Register.

### (B) Weeding and Discarding Committee

A Weeding and Discarding Sub-Committee comprises of the following may be constituted.

- ❖ Principal/Vice Principal (Ex-officio Chairperson);
- ❖ Heads of subject departments; and
- ❖ Librarian (Ex-officio convener)

### (C) Procedure for Weeding and Discarding of Books

The discarding work should be done gradually during the whole session and at every time of book selection and purchase. A regular weeding-out exercise should be conducted at least once a year along with stock verification. It is as important as the selection of books. A school library is a service library and hence it may not afford to retain a title because of sentimental reasons. The school Head and other authorities are to be convinced about the logic and economics of disposal of all unwanted, outdated, out of course, damaged and unused books.

The Weeding and Discarding Sub-Committee should physically examine the books and make specific recommendations to the Management/Governing Body of the school for their withdrawal from the



stock. Once the approval of the competent authority has been obtained, necessary posting may be made in the 'Remark column' of the Accession Register.

### **3. Methods of Stock Verification**

The primary aim of stock taking is to ascertain if all books that have been accessioned in the library can be accounted for. There is need for stock verification in any library and more so in an open access library. This is an audit requirement too. It should be conducted annually; preferably during annual examination days/summer vacation as there is not much workload during this time. As far as possible the Library should not be closed for students.

#### **(A) Shelf List Method**

There are different methods for Stock Verification. The 'Shelf-list Method' is one such method. It is easier to verify the book stock with the help of Shelf-list provided it is complete and dependable. Shelf rectification should precede Stock Verification. Since the arrangement of Shelf-list is parallel to the arrangement of books on the shelves, it is a pre-requisite to put the books in order first. Once it is done, the task of stock verification will be simplified. The Shelf-list cards of missing books may be turned upside. These up side cards should be verified with the 'Issue Record'. The related shelf-list cards of books found issued should be turned side down to indicate that they have been verified. The remaining up side Shelf-list cards should be tallied with the books sent for binding and List of books withdrawn from circulation. Thereafter the final list of binding and List of books withdrawn from circulation. Thereafter, the final list of untraceable books be got prepared with their price and follow-up action initiated. The loss of three books for every 1000 books issued or consulted is permissible and may be written off by the Principal and necessary entries made in the Remarks column of the Accession Register.

#### **(B) Accession Number Method**

Accession Number Methods is another method of Stock Verification. In this method a 'dummy accession register' is got prepared. The Accession Number of each book whether on shelf or issued out, or sent for binding, or withdrawn from circulation is cut from this 'dummy accession register'. The list of uncut accession numbers with details such as author, title, price etc is got prepared and the action initiated to withdraw such titles from the stock register.

#### **(C) Slip System**

Yet another method of Stock Verification is 'Slip System'. In this method slips of 2"x2.1/2" are got





ready and the accession number of the book written down in the slip along with the indication of Almirah number and shelf number if the book is physically available in the library, or else the name of the borrower if issued out, serial number of the list if sent for binding, or serial number of withdrawal list if removed from circulation, or the money receipt number if cost recovered. These slips are later got merged in one single numerical sequence. A final list of gap accession numbers with details of author, title, price etc is got prepared and the action initiated.

#### **(D) Stock Verification through barcode scanner / portable terminal**

The usage of portable terminal for scanning the books in the Library during stock verification has cut short this time consuming process by 75%. A portable terminal is used to scan the barcodes of the books kept in the library shelves and the complete list of available books in the library gets stored in the memory of the terminal.

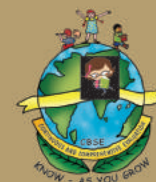


*Fig. 16. Portable Terminal*

#### **4. Permissible Loss**

In a service-giving library, the losses are bound to occur. If the school library is found to be used reasonably well, a small number of losses should be ignored. The school librarian should not be penalized or harassed for any loss of books provided he/she has taken adequate steps to prevent the losses.

As per notification issued by the Ministry of Finance of the Government of India Vide its O.M. No. 23(7) - E-II-(a)-83 and GAG's U.O.No. 1964-TA. 11/21-83 dated 23.12.83 the books are no longer treated as item of store. The notification reads as:



“Government of India’s decision (1): The position of library books, etc, is different from that of other stores. Accordingly, the following procedure shall be observed for purchase, write-off, and disposal of mutilated/damaged books and physical verification of books in the libraries attached to the various Departments/Offices:

(i)	The Librarian (not below the rank of Deputy Secretary to the Government of India) subject to power delegated under Delegation of Financial Power Rules, 1978 may purchase books etc. from the reputed and standard booksellers on prevalent terms and conditions. Tenders need not be called for this purpose.
(ii)	The loss of five volumes per one thousand volumes issued/consulted in a year may be taken as reasonable provided such loss cannot be attributed to dishonesty or negligence on the part of a Librarian. Loss of a book of the value exceeding Rs. 1000 (Rupees One Thousand Only) and the books of special nature and rarity invariably be investigated and written off by a competent authority.
(iii)	The Librarian who is of the rank not below Deputy Secretary to the Government of India or Head of the Department may write-off volumes mentioned in the preceding paragraph provided the total value of all such books, etc. does not exceed the monetary limit prescribed in the Delegation of Financial Power Rules 1978 for Head of the Department in respect of deficiencies and depreciations in the value of stores (other than a motor vehicle or motor cycle) included in the stock and other accounts. In the event of the total value exceeding the monetary limit specified above, the loss of books shall be written off by the competent authority as specified in the Delegation of Financial Power Rules 1978.
(iv)	There may be objections to the Librarian disposing of mutilated/ damage obsolete volumes to the best interest of the Library. However, the disposal of such volumes should be made on the recommendations of three members committee to be appointed by the Administrative Ministry/Department which shall decide whether the books mutilated/ damaged/ obsolete are not fit for further use.
(v)	Complete annual physical verification of books should be done every year in case of Libraries having not more than 20,000 volumes and not fewer than two library qualified staff. In case there is only one qualified staff the verification may be done as per sub-para (vi).



(vi)	Complete physical verification at the intervals of not more than three years should be done in the case of libraries having more than 20,000, but not more than 50,000 volumes.
(vii)	Sample physical verification of intervals of not more than five years may be done in case of libraries having more than 50,000 volumes. If such sample verification reveals unusual or unreasonable shortage complete verification shall be done.
(viii)	The verification should always be subject to surprise test check by some independent officers. The decision regarding the selection of staff to whom this work may be entrusted should be taken by the Administrative Ministries/Departments and Head of Departments.





## CHAPTER 13

# LIBRARY RULES

Rules and regulation should be kept to the minimum, but certain questions must be decided, such as, the length of the loan to the students/teachers, number of books which may normally be borrowed at one time, hours when the library will be open and like considerations. Regulations concerning these matters should be the joint concern of the Head. Teachers and the Librarian.

Each service institution should have a set of rules to be observed by its members. While framing these rules, one should keep in mind the basic objectives of the rules which safeguard the interest of the members on one hand and avoid embarrassment to employees in the discharge of their duties on the other. The rules should be presented in such a way that they can be easily understood by students and do not daunt them from using the library.

### Suggested Set of Model Rules

- ❖ “Welcome to your school Library! We hope you will enjoy using the Library. Here is some information that will help you to use the Library better”.
- ❖ The books in the Library belong to the school. They were bought with tax money / fee that your parents and other people have had to pay. These people all want you to have the very best books. But they all expect you to take care of them. You are responsible for the care of the books you take from the Library. If they are damaged or lost you will have to pay for them.
- ❖ The reading that you do is a very important part of your education. Make the very best use of Your School Library.
- ❖ Most people want a Library to be quiet and orderly because they want to read when they are there. That means that everyone must be thoughtful of the other person and try to keep the Library a pleasant place for reading and study.
- ❖ You will be taught how to find the books and other materials you require in the Library. It is important that you learn to do all you can for yourself so that you may become more independent. Your teacher and the Librarian will always help you with procedures that you have not been taught to do for yourself.