Stock Verification of Books in Academic Libraries: A Special Reference to Selected College Libraries in Coimbatore District: A Study

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Abstract

This study made an analysis of stock verification process in 12 academic libraries in Coimbatore district. This study reveals that, 66.67 percentage of colleges take stock verification through separate library committee from outside, 58.33 percentage of colleges take stock verification for the purpose checking the availability of books. 33.33 percentage of colleges lost 50 to 100 books at the time of stock verification,58.33 percentage of colleges take responsibility for the loss of books by the college management, 58.33 percentage of the colleges measure the loss through 3 percentages of total circulation of books in the library

Keywords

Stock Verification; Academic Libraries; Books.

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Introduction

In the context of libraries, verification of stock is different from the verification of stock in stores in Private or Government business organizations, thepurpose of the job and the difference in the meaning of 'Store' and 'Stock' are concerned. The collection in the libraries contains various types of information sources. The library is a public institution and collections subjected to accounting and checking, verification and reporting (Chaurasia&Chaurasia, 2011).Most of the libraries have open access and there are chances to damage, misplacement and loss of books. But this system should be thrown away by the slogan by the father of library science Dr. S.R.Ranganathan, "Books are for use". The books should be placed in shelves in proper way to identify by the readers and library staff. Hence, the stock verification becomes easy and important for library activity. In an open access library readers can handle the books freely in the stock room. The stock verification has some major advantages in the stock verification including disclose the position of the loss of documents, so that the replacement may be made in case of important document loss which provides adequate account of the percentage of inevitable loss and provides opportunities to weed-out long un-used, very old editions of books from the library.

Objectives of the study

The objectives of the study are:

1. To find the status of library building.
2. To find the collection of books in the library.
3. To identify the duration of the stock verification period.
4. To find the method of stock verification.
5. To know about the stock verification committee.
6. To find the purpose of the stock verification.
7. To find out details of loss of books during stock verification.
8. To know the responsibility of the loss of books.

Review of Literature

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

used for stock verification and thedifficulties involved 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 stockverification.53.6 % of the respondents opined that the library authority doesn'tprovide additional staff for verify the stock. 85.7 % of the respondents are taking precautionary steps to prevent the loss of books in their libraries.

Scope of the Study

Stock Verification of Books in Academic Libraries – A Special Reference to Selected College Libraries in Coimbatore District – A Study

Data Collection

This research is done by the survey method and the questionnaire is used as a tool. The questionnaire method was followed to get data for the study. The questionnaire was distributed to 15 colleges in Coimbatore District and received response from 12 colleges (80%). Out of total respondents, 7 colleges are engineering and 5 colleges are Arts and Science. The respondents are from working library professionals from 12 college libraries in the Coimbatore district. This research questionnaire consists of nine questions regarding the stock verification in the college libraries.

Data Analysis

The researchers had distributed 12 questionnaires to working library professionals in Coimbatore district, Tamil Nadu among the filled questionnaire the researcher had selected 12 questionnaires for analysis and interpretation.

Table 1: Status of Library Building

S.No.	Building	No.of Colleges	Total Percentage
1	Separate	7	58.33
2	Library Hall	3	25.00
3	Class Room	2	16.67
Total		12	100.00

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

S.No.	Collection of Books Between	No. of Colleges	Total Percentage
1	Upto 10000	01	8.33
2	10001-20000	03	25.00
3	20001-30000	02	16.67
4	30001-40000	01	8.33
5	40001-50000	02	16.67
6	50001-60000	02	16.67
7	60001-70000	01	8.33
Total		12	100.00

Table-2 shows out of 12 colleges 6 (50%) colleges having more than 30000 collections of books and remaining 6 (50%) colleges having less than 30000 collections of books. The above table shows the detailed statement of collection of books.

Table 3: Stock verification period

S.No.	Duration	No. of Colleges	Total Percentage
1	Once in a year	07	58.33
2	Once in two years	05	41.67
Total		12	100.00

Table-3 shows out of 12 colleges 7 (58.33%) College libraries undertake annual stock verification and 5 (41.67) college libraries undertake once in two years stock verification.

Table 4: Method of Stock Verification

S.No.	Method	No.of Colleges	Total Percentage
1	Shelf list	03	25.00
2	Accession Register	07	58.33
3	Others	02	16.67
Total		12	100.00

Table-4 shows out of 12 colleges, 3 (25.00%) College libraries follow shelf method, 7 (58.33%) college libraries follow Accession register method and the remaining 2 (16.67%) colleges follow other methods for Stock taking method.

Table 5: Stock Verification Committee

S.No.	Type of Team	No.of Colleges	Percentage
1	Library Staff	01	8.33
2	Teaching Staff	02	16.67
3	Office Staff	01	8.33
3	Stock verification Committee	08	66.67
Total		12	100.00

Table-5 shows out of 12 colleges, 8 (66.67%) colleges, stock verification is done by the stock verification committee from outside members and 2 (16.67%) colleges utilize teaching staff for stock verification and the remaining each 1(8.33%) college use library staff and office staff for taking stock verification respectively.

Table 6: Purpose of the Stock Verification

S.No.	Purpose	No.of Colleges	Percentage
1	To assess the loss of books	07	58.33
2	To prevent the loss of books	03	25.00
3	Both 1 and 2	02	16.67
Total		12	100.00

Table-6 shows the purpose of undertaking stock verification. Out of 12 colleges,7 (58.33%) colleges libraries show that the purpose of stock verification is to assess the loss of books and 3 (25.00%) college libraries show that the purpose of stock verification is to prevent the loss of book and the remaining 2 (16.67%) college libraries indicate that the purpose of stock verification is to assess the loss of books and to prevent the loss of books.

Table 7: Details about Loss of Books

S.No.	No.of books	No.of Colleges	Percentage
1	400-500	02	16.67
2	300-400	01	8.33
3	200-300	02	16.67
4	100-200	02	16.67
5	50-100	04	33.33
6	Below 50	01	8.33
Total		12	100.00

Table-7 shows out of 12 colleges, 2 (16.67%) colleges lost 400- 500 books, 1 (8.33%) college lost 300-400 books, 2 (16.67%) colleges lost 200-300 books, 2 (16.67%) colleges lost 100-200 books, 4 (33.33%) colleges lost 50-100 books and the remaining 1 (8.33%) college lost below 50 books.

Table 8:Responsibility for the loss of books

S.No.	Responsibility	No.of Colleges	Percentage
1	Librarian	03	25.00
2	College Management	07	58.33
3	No proper response	02	16.67
Total		12	100.00

Table-7 shows out of 12 colleges, 3 (25%) college librarians taken responsible for the lost books, 7 (58.33%) college management had taken responsible for the lost books and the remaining 3 (16.67%) colleges there is no proper response for the lost books.

Major findings of the study

1. 58.33 percentage of the colleges have separate library building.
2. 25 percentage of the colleges have more than 10000 to 20000 books.
3. 58.33 percentage of colleges take stock verification once in a year.
4. 58.33 percentage of colleges take stock verification through accession register.
5. 66.67 percentage of colleges take stock verification through separate library committee from outside.
6. 58.33 percentage of colleges take stock verification for the purpose of check the availability of books.
7. 33.33 percentage of colleges lost 50 to 100 books at the time of taking stock verification
8. 58.33 percentage of colleges take responsibility for the loss of books

Suggestions

1. 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.

2. In the entrance and inside the library premises the staff should monitor the activities of the students to avoid the loss of books.

3. CCTV system should be provided in the entrance and inside the library premises to avoid the loss of books.

4. Stock verification team should be provided by the management and every year stock verification should be taken to avoid the loss of books.

5. 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.

6. Implementation of RFID Technologies in Libraries to avoid loss of books.

Conclusion

The loss of books in library will be known at the time of stock verification obviously. To avoid this circumstances the orientation programme should be done by the librarian to the students regarding the use of library, use of library books in issue and return procedures. The college students should be instructed about the use and care of books and evil effects on the society of theft of library books. Most of the self financing institutions gave the punishment cum book cost recovered from the librarian in end of every academic year. So, all the colleges and their management take the responsibility of loss of books insist of the librarian. State and Central government officials revise the stock verification policy and increasing the number of books weed our per year or maximum amount sanctioned per year for the loss of books, because the cost of books will be high. Also, the State and Central government officials give the financial support to the colleges for implementing the innovative security system installing in the library like RFID, QR code to avoid the loss of books.

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