

# International Journal of Advance Research in Computer Science and Management Studies

Research Article / Survey Paper / Case Study

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## *Stock Verification in the Library of Guru Nanak Khalsa College, Yamuna Nagar, Harayana: A Case Study*

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*Abstract: The study highlighted the process; challenges faced during stock verification conducted after a decade. Stock verification in the library is conducted as a routine procedure to assess the quantity and physical conditions of books and other media available in the library. The process is usually carried out manually and is prone to errors and inadvertences. The present study put forward the process of stock verification through the Integrated Library Management Software (ILMS) WEBLIB. Real-time library stock verification conducted at Guru Nanak Khalsa College, Yamuna Nagar, has been made the basis of this study.*

*Keywords: Stock, Verification, Library, Guru Nanak Khalsa College, Yamuna Nagar, Haryana, Resources, Software.*

### I. INTRODUCTION

The library at any institute is established as an essential and integral component to assist the students studying in different disciplines in the institute. The books available in the library are subject to repeated issues and return cycles. Most of the books get physically damaged due to prolonged use. Books are the most valuable resource for any institute and a library's wealth lies in its books. It is often observed that some books go missing from circulation and may get damaged or lost. Regular upkeep, Stock verification and periodic physical checking of library inventory can successfully curtail the loss of valuable resources. There have been instances that the books are present in the library but become out of circulation simply due to missing call numbers or erased necessary details which render the book unrecognized. In some cases, it has also been seen that most popular or rare books in the library are hidden by users for their personal use and to avoid issuing of those books to other members.

These are some of the most common issues faced by any library and the most effective solution to all these problems is to carry out regular stock verification.

### II. STOCK

The stock of a library is referred as various resources present in that library in the form of printed books, online resources, study material on electronic media (CD/DVDs/Hard Disks etc), books and journals available for open access, restricted resources that are only available for reference and other allied records and information sources. The stock is subjected to change frequently due to the addition of new volumes and weeding out old and outdated resources. Stock is also prone to change due to damage and loss of resources occurring on the part of borrowers, mishandling and other unforeseen circumstances.

### III. STOCK VERIFICATION

The periodic physical verification of available stock in a library helps to ascertain the actual position of resources available in service. The missing stock is a major concern and a prime factor to carry out stock verification. Stock verification requires an attentive and holistic approach to arrive at correct results. Stock verification seriously focuses on record correction, removing

duplicate entries, and correction of identities and subject categories, so as to enable the user to get the maximum benefit from the library services.

#### IV. ADVANTAGES

Stock verification not only provides a clear picture of the library stock but also provides a fair chance for on-the-spot repair and refurbishing of the stock by pasting the missing call numbers, and information and identifying the books that need special care in the form of binding and pasting of damaged pages. It provides information about the popularity of books and helps to increase their number in the library. Rearrangement of shelves according to the popularity of books is another advantage of stock verification. Physical stock verification provides the chance for new staff to get acquainted with the placement of the books in the library.

#### V. CHALLENGES

The major drawback of physical stock verification is the humongous time that is required for thorough checking of the entire library. The challenge is always to complete the process in the shortest possible time. During the verification process, the work of the library is kept suspended and it may result in inconvenience to the users.

#### VI. CASE STUDY

The Guru Nanak Khalsa College was established in 1968 and the library of the institute is operational since then. The library at GNKC is equipped with a WEBLIB system, which is presently being used for the accession and circulation of knowledge sources. The library institute host close to 70000 books which is a very large volume for any library. According to Government of India (1983-84) organizations, complete annual physical verification of books has to be done by a library having not more than 20000 volumes and not fewer than two qualified library staff. However, complete physical verification has to be done at intervals of not more than three years in case of libraries having up to 20,000 volumes with only one library-qualified staff as well as libraries having more than 20,000 volumes but not more than 50,000 volumes. Further, only a sample physical verification at intervals of not more than five years is needed in the case of libraries having more than 50,000 volumes. If such sample verification reveals unusual or unreasonable shortages, complete verification shall be done.

#### VII. METHOD OF STOCK VERIFICATION

Verification of library stock was carried out with the help of Integrated Library Management Software (ILMS) “**Weblib**” and a Barcode scanner at the library of Guru Nanak Khalsa College, Yamuna Nagar. The staff involved in the verification process was College Librarian, Assistant Librarian, Library attendants and a Data Entry operator duly recommended by Library Advisory Committee.

The accession registers were checked for discrepancies and necessary corrections were made to the record entries. The physical position of all the printed and electronic stock available in the library was equated with the record. The reports generated from the **WEBLIB system** installed at the library were checked on the time scale and cross-verified from the written record. Electronic media was examined individually whether the stored resource is accessible and media is intact and functional. The books issued to users were taken into account and records were updated accordingly.

The list of books, stack position, and marking, catalogue slips were verified according to the record. To make the record up to date, maintain the record and create space for the latest additions in the library there is always a need to be written off and weed out. The library resources which are found redundant, damaged, obsolete and out of circulation were scrutinized and verified by the concerned head of the departments. The final shortlisted library resources duly recommended by the library advisory committee process to be written off from the library.

### VIII. FINDINGS

The process of stock verification in the library was completed in about 3 months and it was gathered that out of a total of 69804 books about 1450 books were damaged and not fit for circulation about 140 books were missing from circulation. The reason behind missing stock was assessed as wrong identification, wrong placement in the section, stack or shelf and Missing barcodes on the books and books not returned by the borrower.

Electronic media is more susceptible to physical damage. The CDs and DVDs available in the library were examined for physical damage and it was found that many discs got damaged due to mishandling and many were not functional. The staff of the library is lacking proper training for handling electronic media and the lack of adequate IT infrastructure is another major reason for the damage to electronic media. The average serviceable life of CDs/DVDs is estimated to be 8 to 10 years.

The damaged printed resources can be rectified with minimum effort and without involving significant cost. Electronic media on the other hand has a shorter shelf life and is prone to more damage as compared to printed resources.

The use of WEBLIB software was very helpful in report generation and cross-verification.

The results of stock verifications revealed that an average of 2 books per 1000 books were found missing, damaged or unserviceable. All the books in the library are supposed to be marked with barcodes. The barcode is printed and glued to the books at the time of accession. It has been found that in a very large quantum of books, the barcode was missing or partially damaged, due to which a large number of volumes were not recognizable. The necessary repairs were made on the spot in form of reprinting the labels and barcodes and fixing them to the volumes.

### IX. CONCLUSION

The loss and damage to books in a library are unavoidable. It is admitted that stock verification is cumbersome and a huge time-consuming affair but it provides valuable information regarding the health of books and the library as a whole. Stock verification can be successfully made based on future decisions for the betterment of library operation and user convenience. The use of IT resources is an effective way of tracking library resources in real time. If sincere efforts of staff are clubbed with active use of advanced IT resources such as RFID-based accession and the issue of library volumes it can result in the very smooth operation of any library and will provide ease to users.

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