A Study of Stock Verification in Library Science

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Abstract

Stock Verification is one of the tools to find out the loss and damage when it occurs. The paper defines the concept stock verification. It is a periodic verification of books and other reading materials. It is one of the main component of Library services and process of physical counting of books at least once in a year. It also focus on the causes of loss of books, Stock Verification methods advances & disadvantages.

Key Words: Displacement, Libraries, Accession, Register.

Introduction

Stock Verification is yearly process in library, which is verification of each and every book. In olden days, books in the library were locked inside the shelves and they were preserved in it. So the issue of missing books is rare, but now due to the open access system, the readers are free to take the book by their own choices, due to new system these books were kept unlocked in library to make available to every reader easily. This has led to the problem of missing books, misplacement and they got confused in the arrangement of books. So, it is necessary to find a number of books Lost by conducting an inventory stock verification should be done by the outsiders to get the real factors about the loss of books.

Discussion

Reason for the loss of books:

When someone takes it home for reading, replacing the book from its original place some people have tendency to steal the books for their purpose and some students can also steal the book because they cannot afford it. Usually people forgot to return the book in library and also if they intently don't want to return it. Sometimes the libration misplaces the books in other shelves.

Responsibility for loss of books:

In Indian Libraries, the librarians are made responsible for the loss of books and have to pay for it, but in 1959 the Advisory committee of Libraries announced the librarian shouldn't blame for the loss of book. Dr. S.R. Ranganadhan suggested in open access library an annual loss of 3 Volumes for every thousand issues a considers as normal loss but in Indian these are still some libraries, which blame librarian for the loss of book. In Foreign countries loss of books are written off and the librarians are not held responsible for it.

Different methods of stock taking by accession register:

In this method, one person speaks out the Accession number from the book and other person tick the number in accession register each book from the shelves should be taken and to be checked from Accession Register. The remaining items

are noted down on a separate paper for getting them writing them off. The price of the book is also entered so s to find the loss.

Though this system sounds very simple it is time consuming and large for each books, the accession register have to be turned number of times, so it will cause damage to the register, which had whole record in it.

Stock verification by slips:

In this type the details of books should be noted from accession register in separate slips and those slips are arranged in order to call Numbers. It is easy to check because the book and slips which are remained without books, give the list of missing book. One of the simple way to check the book is to note down the accession number rather than all details of the book, it also reduce the time. The process of checking requires lot of time and if By chance the slips are misplaced, or Lost, it useless then the whole is procedure waste.

Stock taking by numerical counting:

This is the simple method of stock taking is Numerical Counting. It involves by just counting the books and other sequence and finally verified by accession Number. The balance Number of books indicates the Last books. This system does not serve the basic purpose for stock taking, since it bonphazied on physical verification.

Stock verification by shelf register and shelf list card:

This method of stock verification is for maintenances of up to date and accurate shelf List cards. It contains call Number, accession number and other bibliographical detail of book. They are arranged in classified order. WE can easily check this by shelf register cards. It has much advantages compared to other methods, because they were written in thick cards, also it has Longer life than slips and hard to tear, proper arrangement of shelf list card is essential, otherwise, it will be waste of time.

The staff should handle this proper care because it has whole record in it, rearranging these cards consume time. These are various methods which have followed by Indian Libraries. In Western countries stock verification in Libraries has not been given much importance.

Advantages & Disadvantages:

It helps to find the no. of book Lost in Library, Ensures through dusting, cleaning and rearrangement of books. Help to keep Library catalogue and other stock record up-to-date. It gives an indication of books which are popular among Readers. Misplaced books are stored in their original place. It helps to update the Library catalogue and other records thereby providing better reservation. It provides a great opportunity for staff members to learn themselves with stock of Library. So they can provide better reference service. To provide opportunities to weed out long unused, old edition books from library.

Regular Routine of Library get disturbed. If the book is lost it is lost forever and stock verification involves extra expenditure. If a book is lost and in case it is not demanded by Reader, clearly it shows, book is not needed for readers considered to be waste of time, money and energy by some people. Moreover, stock verification is not done properly in many

libraries, due to fear of that librarians are held responsible for loss of books.

Conclusion:

The stock verification should be done in libraries for at least year. Once in thrice a year the librarian should not held responsible for loss of books. It helps to prevent loss, assist to maintain a record, catalogues. It also assists to restore the books and provide better services for the Readers.

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