

Stock Verification and Loss of Books in Selected Engineering College Libraries in Bangalore: A Survey

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Abstract - *The present study focus on stock verification and loss of books in engineering college libraries in Karnataka. To obtain the views and perceptions of the working librarians a questionnaire based survey method was used. Stock verification is one of the tools to find out loss and damage of documents in the library. It also focus on various policy issues, stock verification methods, frequency of stock verification under taken by engineering college libraries.*

Keywords: Stock verification, Loss of Books, Missing books, Stock Rectification, Engineering Colleges

1. Introduction

Stock verification is one of the tools to find out loss and damage, when it occurs. In the context of libraries, verification of stock is different from the verification of stock in stores in Private or Government business organizations, the purpose of the job and the difference in the meaning of 'Store' and 'Stock' are concerned. Stock Checking is form of audit or checking of asset. The collection in the libraries contains various types of information sources (Swaminathan & Raja). The library is a public institution and collections subjected to accounting and checking, verification and reporting (Chaurasia & Chaurasia, 2011).

The term stock verification is also known as 'stock taking', 'physical verification or checking', 'stock inspection', and inventory taking, etc. Stock verification is largely applicable for ascertaining the position of stores in government and commercial organizations (Sudha Rani & Nagaraju,2013). 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 loss is

calculated in rupees (Dhiman, 2000). Slogan by the father of library science “Books are for use”. The books should be placed in shelves in proper way to identify by the readers and library staff. (S.R.Ranganathan,1951). Hence, the stock verification becomes an easy and important for library activity. In an open access library readers can handle the books freely in the stock room. The present study aims to examine the stock verification and loss of books in selected Engineering College Libraries in Karnataka.

2. Objectives of the study

The main objectives of the study are:

1. To study the frequency and collection of stock verification in engineering college libraries.
2. To know the methods used for verify the stock in the library.
3. To know the purpose of stock verification and attitude of library staff towards stock verification.
4. To identify who is responsible for the loss of books in the engineering college libraries.

3. Review of Literature

M. S. Sridhar (1991) explained the stock verification as one of the occupational hazards and a post mortem, emphasizes need for clarity of objectives and procedures regarding stock verification and responsibilities of loss, points out that the cost of stock verification often far exceed the benefits, highlights norms and procedures of stock verification for Government of India institutions, discusses some advantages and various methods and procedures of physical verification, put forth precautionary measures to be taken against loss and mutilation of library documents, analyses the issue of responsibility of loss and ways of resolving the conflict of responsibility, presents the procedure for write-off of reasonable losses. Kumbar, Mallinath(2000) examined the method of stock verification for assessing the loss of books in 17 college libraries in Shivamogga city of Karnataka. The questionnaire method was used to obtain necessary data for the study. Suggests several measures which include certain percentage to be written off, availability of reprography facilities and vigilance by library staff besides other norms by UGC. Kalyan N. Kumbhar and Hariprasad Bidve (2016) opined stock verification as one of the tools to find out loss and damage, when it occurs. The article defines the concept stock verification. It also focus on various policy issues, stock verification methods, frequency of stock verification scheduled under taken by college libraries. The study has aim to know the stock verification methods, types applied in college libraries. Study has scope to Dr.Babasaheb Ambedkar Marathwada University Aurangabad. College libraries are using traditional methods for stock verification. Suvra Chandra(2017) defined stock verification as a vital action in public library. In past days books were reserved in almira and not issue in home. For this causes the probabilities of misplaced or lost was very little. But now library offer open access service. For this reasons the risks of misplaced, damaged of books and materials growths. Now it is essential to do stock verification of the library collection. In traditional method it take much more time. Stock verification evaluates the loss of books. It helps to offer well Service to the users. Stock verification is not an error less technique.

4. Methodology

The present study aims to examine the stock verification and loss of books in Engineering College Libraries in Karnataka. The questionnaire method was adopted for the present study to collect the necessary data, keeping in view the objectives of the study. A total 40 questionnaires were distributed among the Engineering College Libraries in Bangalore. About 27 filled in questionnaires were received back. The rate of response amounts to 67.50 %. The collected data has been presented in the form of tables and analyzed. The scope of the study is restricted to know the stock verification and loss of books in selected engineering college libraries in Bangalore.

5. Data Analysis and Interpretations

The data was collected by different methods were analyzed and interpreted and same presented in the following tables.

Table -5.1: Status of Library Building

Sl. No	Building	No of Respondents	Percentage
1	Independent Library Building	10	37.04
2	Part of the college building	17	62.96
3	Class Room	Nil	-
4	Office Room	Nil	-
Total		27	100.00

The status of library building has been summarized in the Table 5.1. The Table-1 depicts that 17 (62.96%) of engineering college libraries are 'Part of the college building' and 10 (37.04%) of libraries have 'Independent Library Building'.

Table -5.2: Collections of Books

Sl. No	Collection of Books Between	No of Respondents	Percentage
1	Up to 1000	00	00
2	1001 to 5000	06	22.22
3	5001 to 10000	07	25.93
4	10001to 15000	05	18.52
5	15001to 20000	03	11.11
6	20001 to 25000	04	14.81
7	Above 25000	02	07.41
Total		27	100.00

The information regarding collection of books in the engineering college libraries has been shown in Table 5.2. The collection between 5001 to 10000 books exists in 07(25.93%) libraries, followed by books collection between 1001 to 5000 amounting 06(22.22%), collection between 10001 to 15000 exists in 5(18.52%) libraries, books collections between 20001 to 25000 exists in 4(14.81%) libraries, books collections between 15001to 20000 exists in 03(11.11%) libraries and collections between Above 25000 exists in only 2(07.41%) libraries.

Table-5.3: Frequency of Stock verification

Sl. No	Period of stock verification	No of Respondents	Percentage
1	Annually	-	-
2	Once in Two Years	06	22.22
3	Once in Three Years	06	22.22
4	Once in Five Years	03	11.11
5	Five Years and Above	07	25.93
Total		27	100.00

The frequency of stock verification done in engineering college libraries has been shown in Table-5.3. The Table-5.3 indicate that out of 27 engineering college libraries, 07(25.93%) of libraries do stock verification once in a five years and above, nearly 06 (22.22%) of libraries each do stock verification once in two years and once in three years and 03(11.11%) of engineering college libraries do stock verification once in five years.

Table-5.4: Methods of Stock Verification

Sl. No	Methods	No of Respondents	Percentage
1	Shelf List	02	7.41
2	By Computer With Barcode Techniques	11	40.74
3	By Separate register with accession number in consecutive order	Nil	Nil
4	By shelf register cards	Nil	Nil
5	Dummy Book Card System	Nil	Nil
6	By Accession Register system	09	33.33
7	By Numerical counting of books on the shelves	03	11.11
8	Random Sampling of stock verification	02	07.41
Total		27	100.00

The methods of stock verification adopted by the engineering college libraries has been summarized in Table-5.4. The Table-5.4 indicated that 11 (40.74%) of libraries follow the method of stock verification with computer with barcode techniques, followed by 09(33.33%) of libraries do stock verification using accession register system, 03(11.11%) of libraries follow stock verification method of numerical counting of books on the shelves, 02(07.41%) of each libraries follow method of random sampling techniques of stock verification and shelf list techniques of stock verification.

Table-5.5: Stock Verification Committee

Sl. No	Committee	No of Respondents	Percentage
1	Library Staff	03	11.11
2	Teaching Staff	06	22.22
3	Office Staff	02	07.41
4	Library Committee Members	Nil	Nil
5	Stock Verification Committee Members	10	37.04
6	Both Library Staff and Teaching Staff	06	22.22
Total		27	100.00
$X^2 = 07.26, df=4, p=0.122 < 0.05$			

The information regarding the members involved in stock verification committee has been summarized in Table-5.5. It is clear from Table-5.5 that 10(37.04%) of libraries have conducted Stock verification with support stock verification committee members, followed by 06(22.22%) of each libraries have conducted with support teaching staff and both library staff and teaching staff each, nearly 03(11.11%) of libraries have conducted with support of

library staff only and 02(07.415%) of libraries have conducted stock verification with support of office staff.

Table-5.6: Purpose of Stock Verification

Sl. No	Purpose	No of Respondents	Percentage
1	To assess the loss of books	7	25.93
2	To prevent the loss of books	3	11.11
3	Non return books	2	07.41
4	Withdrawal books	2	07.41
5	To Charge Handed over and Taken over	5	18.52
6	Mandatory by the Law	3	11.11
7	To identify the misplace of books	2	07.41
8	Identifying books needRepair	Nil	-
9	To know the actualcollection of the library	3	11.11
Total		27	100.00
$X^2 = 6.47, df=7, p=0.48 < 0.05$			

The purpose of stock verification done by the engineering college libraries has been summarized in Table-5.6. About 07(25.93%) of libraries have conducted Stock Verification for the purpose to assess the loss of books, followed by 05(18.52%) of each libraries have conducted stock verification for the purpose of charge handed over and taken over at the time of transferred or getting new appointments, 03(11.115) of each libraries have conducted stock verification for the purpose to know the actual collection of the library, mandatory by the law and to prevent the loss of books, respectively, each of 02(07.41%) of libraries have conducted stock verification for the purpose to find non return books, withdrawal books and to identify the misplaced books respectively.

Table-5.7: Attitude Towards Stock Verification

Sl. No	Attitude	No of Respondents	Percentage
1	Laziness	7	25.93
2	Serious	5	18.52
3	Commitments	3	11.11
4	No Idea about Stock Verification	2	07.41
5	No Response	10	37.04
Total		27	100.00
$X^2 = 7.63, df=4, p=0.10 < 0.05$			

The Table-5.7 depicts the attitude towards stock verification of library staff in engineering college libraries. About 10(37.04%) of library staffs in libraries have not given no response, followed by 07(25.93%) of library staff in libraries are lazy towards tock verification, nearly 05(18.52%) of libraries have serious about stock verification, and 03(11.11%) of libraries have commitments towards stock verification and finally 02(07.41%) of library staffs in engineering college libraries have no idea about stock verification.

Table-5.8: Opinion about Conducting Stock Verification

Sl. No	Opinions	No of Respondents	Percentage
1	Strongly Agree	09	33.33
2	Agree	11	40.74
3	Disagree	04	14.81
4	Strongly Disagree	Nil	Nil
5	No Response	03	11.11
Total		27	100.00

The opinion about conducting stock verification in the engineering college libraries has been shown in Table-5.8. The Table-5.8 shows that 11(40.74%) of libraries Agree towards conducting stock verification, followed by 09 (33.33%) of libraries strongly agree towards conducting stock verification, 04 (14.81%) of libraries disagree towards conducting stock verification and 03(11.11%) of libraries have not given their opinion about conducting stock verification.

Table-5.9: Responsibility for the Loss of Books

Sl. No	Responsibility	No of Respondents	Percentage
1	Librarian	11	40.74
2	College Management	03	11.11
3	Principal/HOD	03	11.11
4	All Library Staff	08	29.63
5	No Proper Response	02	07.41
Total		27	100.00
$X^2 = 40.3, df=4, p=0.000 < 0.05$			

The opinion about responsibility for the loss of books in the engineering college libraries has been summarized in Table-5.9. The Table-5.9 shows that 11(40.74%) of libraries the responsible person for loss of book is the librarian, followed by 08(29.63%) of libraries responsibility for loss of books will be the library staff, 03(11.11%) of libraries responsibility will be on college management and principle/HOD each, and 02(07.41%) of libraries have not given response towards responsibility for loss of book. The Chi-Square test was conducted and there exists significance association between respondents and responsibility for loss of books.

Table-5.10: Number of Books Lost

Sl. No	Loss of Books	No of Respondents	Percentage
1	Between 100-500	17	62.96
2	Between 501-1000	06	22.22
3	Between 1001-2500	03	11.11
4	Between 2501-5000	01	03.70
5	Between Above 5000	Nil	Nil
Total		27	100.00

The information regarding number of books lost in the engineering college libraries has been summarized in Table-5.10. The Table-5.10 shows that 17(62.96%) of libraries have lost 'Between 100-500' of books, followed by 06(22.22%) of libraries have lost 'Between 501-1000' of books, 03(11.11%) of libraries have lost 'Between 1001-2500' of books and 01(03.70%) of libraries have lost 'Between 2501-5000' of books.

6. Findings of the study

The major findings of the study are:

- About 17 (62.96 %) of engineering college libraries are 'Part of the college building'.
- The collection between 5001 to 10000 books exists in 07(25.93%) libraries and books collection between 1001 to 5000 exists in 06(22.22%) libraries.
- About 07(25.93%) of libraries do stock verification once in a five years and above and 11 (40.74%) of libraries follow the method of stock verification with computer with barcode techniques.
- Majority of 10(37.04%) of libraries have conducted Stock verification with support stock verification committee members.
- About 07(25.93%) of libraries have conducted Stock Verification for the purpose to assess the loss of books and 10(37.04%) of library staffs in libraries have not given no response towards attitude of library staff towards stock verification.
- Majority of 11(40.74%) of libraries agree towards conducting stock verification and 11(40.74%) of libraries the responsible person for loss of book is the librarian.
- About 17(62.96%) of libraries have lost 'Between 100-500' of books and 06(22.22%) of libraries have lost 'Between 501-1000' of books till today.

7. Suggestions

- Personal belongings should not be permitted for taking inside the library.
- Strengthening of security issues like installation of CCTV and Cameras in the various sections of the library to watch the movements and activities of library users.
- Implementation of RFID technologies in libraries to avoid loss of books.
- All the doors and windows of the library to be covered with thick wire mesh.
- Reprographic services should be provided by the library to avoid mutilation, damage, theft and loss of books in the libraries.
- Librarians should do counseling to their users about the care and use of books and evil effects on the society of mutilation and theft of library books.
- Library staff should conduct meeting once in a month to avoid the loss of books.
- The library must have only one gate for entrance and exit is kept open for the library visitors.
- Librarian should organize orientation programmes for the users every year at the beginning of the new session,
- Stock verification team to be formed by the management every year to keep library resources up to date.

8. Conclusion

Loss of books in the all libraries is a common phenomena, librarian is not a police officer (Pierce, 1980) says maintaining the security of library materials has changed from a minor irritant to a major problem. 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 conducted by the librarian to the students regarding the use of library, use of library books, circulation procedure, library rules, regulations and problems faced by users who largely depend upon information available in lost books. The college students should be instructed

about the use and care of books and evil effects on the society of theft of library books. So, majority of colleges and their management take the responsibility of loss of books instead of the librarian. The CCTV can be installed in the various sections of the library to watch the movements and activities of library users. The library should implement RFID security system in the libraries to avoid loss of books.

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