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Research Paper

Library Stock Verification: One Thousand Accession Numbers In A Sheet Method

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ABSTRACT

There are various types of Stock verification methods. They have some lacunas, some are more and more time consuming, more and more complicated in handling, more problematic in managing records of it, some have need of more space and infrastructure, some are more expensive, some methods requires more human resource etc. Library stock verification is very complicated and tedious job, when library expects accurate results. There should be a method to overcome all these obstacles to get accurate results. In this research paper, researcher have studied various books on this topic, and visited various libraries for discussion about proper method of stock verification. Researcher has experience of various verification methods like; separate accession register method, small pieces of paper method and book cards method. After studying and working in these methods, researcher has prepared the innovative 'One Thousand Accession Numbers in a Sheet Method' which is very useful to get accurate and good results in all aspects. The paper discusses this method in detail.

KEY WORDS: Stock Verification, Library Stock Verification, Stock Taking.

INTRODUCTION

There are various types of stock verification methods in libraries, Some libraries holdings are computerized in information communication technology age. Stock verification work becomes easy in computerized environment to the library. But more libraries are not computerized. They should have applied proper method for this work. In this paper one thousand accession number sheet method is discussed in detail, which is useful for any type of library. It is easy and cheaper in all sides like required space, human resource, and expenditure.

MEANING OF STOCK VERIFICATION

Library stock verification means physically check of the library books. Library can find out the missed books in the library by check. Librarian is to be supposed as custodian. Custodian is a person who has responsibility for or looks after something. There are various benefits in stock verification. Find out the missed books and replace them, proper shelving of the books in classified order, withdrawn of torn and old nonuse editions, maintaining transparency in library work, updating in collection etc. are the benefits of the library stock verification.

BENEFITS OF STOCK VERIFICATION

- Library save space by withdrawn the out dated unused books. Library can make rearrangements of the collection more users friendly.
- Library save the time due to withdrawing the less used outdated editions and minimize the load of the stack room. It becomes easy to search the particular book without spending more time in search.
- Library stock verification makes the collection more appealing.
- Enhance library's reputation.

- Library keeps up with collection needs.
- Library can get the constant feedback on the collection's strengths and weaknesses

REVIEW OF LITERATURE

Chaurasia, Neeraj Kumar and Chaurasia, Pankaj (2011) in his Library Stock Management: A Case study of Stock Verification of Central Library, IIT Delhi paper defines the concept of 'stock verification' and describes various policy issues, frequency with which the job of stock verification should be undertaken and norms for inevitable losses. Various methods of stock verification with its suitability and unsuitability and advantages of stock verification have also been described. Jain, M.K. (1999) in his book Library Manual describes the various methods and measures on loss of books from the stock. Mahajan, S.G. (2011) in his book Loss of books in Libraries various provisions on loss of the books from the stock of the library. He discussed various methods of stock verification.

OBJECTIVES OF STUDY

To put out one thousand accession numbers in a sheet verification method.

To present the mechanism of one thousand accession numbers in a sheet verification method.

To explain the benefit of this innovative stock verification method.

HUMAN RESOURCE FOR STOCK VERIFICATION

There is need of maximum human resource for library stock verification work. Libraries are suffering by insufficient staff availability in libraries. In colleges library can put the plan against authority that students from 'earn and learn scheme' which scheme is available in various colleges and universities and professionally trained students as trainee from society. They should train for library stock verification for accuracy in work.

VARIOUS TYPES OF STOCK VERIFICATION METHODS

There are various types of stock verification methods in the various types of libraries. Shelf List Method, Book Card Method, Method of Small Pieces of Paper, Accession Register Method, Separate Accession Numbers Register and Computerized Stock Verification Method are used in the libraries. Library stock verification work is a complicated and tedious job to complete and prepare report of the work. There should be easy and library staff friendly method for stock verification. It should be best result oriented and occurring accuracy in the verification work. There is some methods complicated and time consuming. Some are not easy to manage their records. So the library should preplan to apply proper method. Some methods are useful to depend upon the collection of the library large or small. There are various types of accession registers maintained for various types of categories of the library collection.

1.Shelf List Method

Shelf list method is a very easy and staff friendly to work in. In shelf list, a card is prepared with physical record of the each book. The arrangement of the cards is prepared by classification numbers of the books in tray which is specially prepared for it. It is similar to the arrangement of the books in the shelf. Regular arrangement of the shelf list cards should be maintained in proper sequence. But the many libraries cannot prepare and maintain the shelf list cards. Some rare old libraries have self list cards arrangement maintained. Shelf list cards take more space and work to prepare it. More human resource also required for this system.

2.Book Card Method

Book cards are prepared for each book of the library, writing accession number at top of the card with title, author, call number of the book. These cards are inserted already in the pocket of the book. At the time of the verification all book cards are collected from the books and arranged by accession numbers serially. Cards of books on loan are already in the library which is arranged serially. They are arranged in the cards of available books in the library. Then the missed accession numbers of the missed cards are taken and list is prepared. After end of the process collected cards should be inserted in the books.

In book cards verification method, there are more problems to maintain the cards. It takes more space and trays. Three is tedious job of inserting the cards in the book after verification. Security of the cards is also a problematic issue. This method is also not more useful in verification.

3.Method of Small Pieces of Paper

In this method small pieces of the paper, 1/8 piece of the ¼ paper is made and accession number of the each book is written on the each piece at the self. The pieces for loaned books are prepared. The written pieces are collected and serially arranged by their accession numbers. They are bunched and checked for missed accession numbers.

This process is very problematic to put and maintain the pieces of the paper. It takes so much time and becomes tedious job. This method is also not so useful for verification.

4.Accession Register Method

In accession register method one person takes accession registers for tick marks and one person tells the

accession numbers from the shelf. In the library, accession registers are the prime record and by handling the registers for this work are dangerous due to splitting by using for this work. Library should not use this method for stock verification.

5.Separate Accession Numbers Register

In this method Separate Accession Numbers Register is prepared by writing or stamping the accession numbers serially. In this method when a person tells an accession number form the shelf or on loan, the searching the same number for tick mark in the register is more and more time taking. The register also gets tears after being used for a long time. This method is also not useful for this wok.

6.Computerized Stock Verification Method

Library can apply computerized stock verification method if library has completed their library computerization. Computerized stock verification method is the best one. Automatically you can generate the stock verification reports within a minute. There should be the stock verification module in the automated programme. If the verification module is not established in the software, library cannot do this job through computerized system.

7.Innovative method of stock verification: One Thousand Accession Numbers in a Sheet Method

There are various types of Stock verification methods. They have some lacunas, some are more and more time consuming, more and more complicated in handling, more problematic in managing records of it, some have need of more space and infrastructure, some are more expensive, some methods require more human resource etc. Library stock verification is very complicated and tedious job, when library expects accurate results. There should be a method to overcome all these obstacles to get accurate results. This method is very easy, time saving, needing minimum requirement of human resource, saves money, space and infrastructure, which provides highest accuracy and results.

A)About Blank Sheet for Taking Accession Numbers

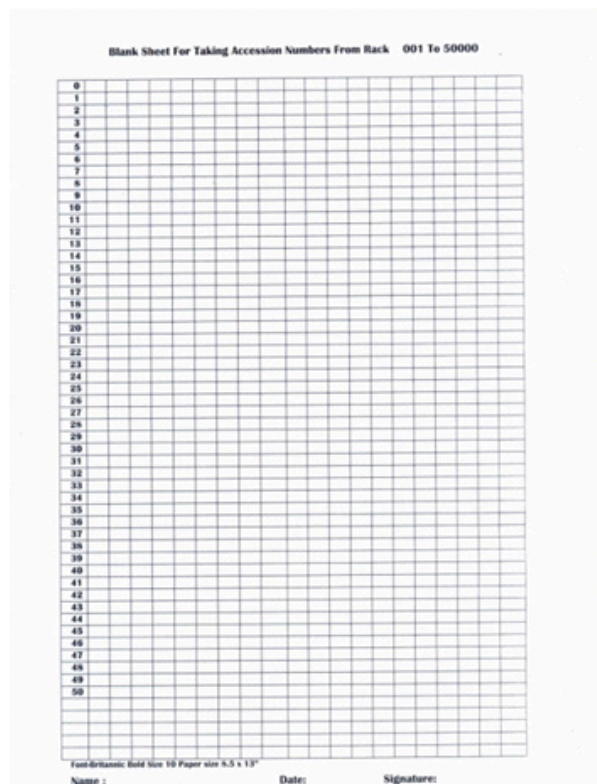
There are 0 to 50 numbers are arranged in the first column, which indicates the value of thousand. It means that, 0 indicates –0 to 1000, 1 for 1001 to 2000, 2 for 2001 to 3000, 3 for 2001 to 3000 and 50 for 49001 to 50000. When taking numbers form particular rack/shelf on a sheet, books are taken on the table arranged nearby and a person like assistant writes the last three digits of the accession number in the blank sheet at appropriate column of the row. It is necessary to arrange a pair of two persons for taking correct accession numbers. One blank sheet is prepared for 001 to 50 thousand accession numbers. Library can prepare second sheet for next accession numbers. Example:

27	430	728	889	413	900	765	433												
28	320	777	656	908	651														

Here the accession numbers are 27430, 27728, 27889, 27413, 27900, 27765, 27433 etc. and in the next row 28320, 28777, 28656, 28908, 28651 etc. If any row is completed by writing last three digits of accession numbers, there is provision of blank rows under the sheet for the use. Blank sheets are used for one to each rack/shelf. Filled sheets are collected and preserved for marking in the accession numbers sheets. Library can arrange maximum

pairs for taking accession numbers from shelf/rack in blank sheets. (fig.1)

Blank Sheet for Taking Accession Numbers (fig.1)



Piece of One hundred Accession Numbers from Sheet (Fig.2)

001	11	21	31	41	51	61	71	81	91
02	12	22	32	42	52	62	72	82	92
03	13	23	33	43	53	63	73	83	93
04	14	24	34	44	54	64	74	84	94
05	15	25	35	45	55	65	75	85	95
06	16	26	36	46	56	66	76	86	96
07	17	27	37	47	57	67	77	87	97
08	18	28	38	48	58	68	78	88	98
09	19	29	39	49	59	69	79	89	99
10	20	30	40	50	60	70	80	90	100

A) Marking Accession Numbers on Accession Number Sheets

Library can manage maximum assistants for cross (/) marking on related accession numbers sheet from collected blank sheets which are written already. Library can assign marking work to two-three persons as one to twenty thousand accession numbers for one person, twenty thousand to forty thousand second person. The sheets can forward one person to second person after completing marking work of their sheets. This method of assigning maximum assistants is useful to reducing time and errors in the work.

Sheet Containing One Thousand Accession Numbers (Fig.3)

B) About Arrangement of One Thousand Accession Numbers in a Sheet

A/4 size paper is used for printing one thousand accession numbers in a sheet. There is typed 'Accession Numbers from - to - for Marking' at the heading of the sheet. This indicates first sheet from 001 to 1000, second sheet from 1001 to 2000, third 2001 to 3000, fourth 3001 to 4000 as on. Prepare the sheets like this as per requirement of the library and for the various the accessioning categories. Apparent Britanic Bold Font, paper size 8.5" x 13" is used for the printing the sheet. There is need of marking on accession numbers severally. This arrangement makes easy to locate proper accession number. The sheet is prepared in two columns with 5/5 pieces of one hundred accession numbers. First and last accession number in sheet is given in complete for knowing thousand number quantity. (Fig. 3) There are given only last two digits for locating quickly the required accession number in piece of one hundred accessions numbers from sheet. First and last accession number in piece of sheet is given in last three digits for knowing hundred number quantity. The place of each number is fixed in the piece which is very easy to locate the appropriate number. (Fig. 2)

Accession Numbers From 001 To 1000 For Marking

001	11	21	31	41	51	61	71	81	91	001	11	21	31	41	51	61	71	81	91
02	12	22	32	42	52	62	72	82	92	02	12	22	32	42	52	62	72	82	92
03	13	23	33	43	53	63	73	83	93	03	13	23	33	43	53	63	73	83	93
04	14	24	34	44	54	64	74	84	94	04	14	24	34	44	54	64	74	84	94
05	15	25	35	45	55	65	75	85	95	05	15	25	35	45	55	65	75	85	95
06	16	26	36	46	56	66	76	86	96	06	16	26	36	46	56	66	76	86	96
07	17	27	37	47	57	67	77	87	97	07	17	27	37	47	57	67	77	87	97
08	18	28	38	48	58	68	78	88	98	08	18	28	38	48	58	68	78	88	98
09	19	29	39	49	59	69	79	89	99	09	19	29	39	49	59	69	79	89	99
10	20	30	40	50	60	70	80	90	100	10	20	30	40	50	60	70	80	90	100

Font:Britannic Bold Size 10 Paper size 8.5 x 13"

--- In Library --- on staff account --- on students account --- withdrawn O student does O staff does

Blue Green Brown Purple Black

Name: _____ Signature: _____

B) Color Combination of Marking

There is need of using various colors for marking accession numbers to know which accession numbers are of which category. Color combination library can fix like blue color for accession numbers of books in library, green for on

account of current staff, brown for students accounts, and red for withdrawn books, purple for staff those who are not in college, black for students those who have live the college. Color combination for marking is useful to checking double marking if raised.

Report for Missed Accession Numbers

Report for missed books is prepared and action is taken for replacing them by purchasing. Some missed books are found in the collection which are placed at other places.

CONCLUSION

Library stock verification work is very tedious and time consuming. There should be easy and staff friendly method for stock taking. One thousand accession numbers in a sheet method is easy and time saving. The procedure of working is also easy. This method avoids complications. Library can follow this method for stock verification.

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