

STOCK VERIFICATION : AN INTRODUCTION

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ABSTRACT:

The basic purpose of the library is to disseminate knowledge mainly through the availability of right documents to the right person at the right time. To fulfill this purpose the library provided open access services to make the material available to the user. In open access there is increased in chances of damage, misplace and loss of books. So it is necessary to do periodical stock verification of the library collection. It is essential for the development of libraries. In this paper the researcher discussed about the various stock verification methods, their advantages and problems occurred while doing this activity and concept of weeding out library material.

INTRODUCTION:

In early time books were considered like treasure-troves. Only a few rich people were lucky to possess good libraries and they jealously guarded their books and tried to keep them away from a common people. So there was no need of stock taking because there was no chance of the books going out of the shelves. This concept was afterwards thrown away by the much-envied slogan 'books are for use and not for preservation', with this change the whole of the philosophy of Library Science was revolutionized and the libraries were thrown open to the common people. But it was found that there was problem occurred of damage and misplace of books. It was found after these experiences that it was necessary to prepare an inventory of the books after a particular period.

TERM OF STOCK VERIFICATION:

Stock verification and physical verification is to periodically check and account for the documents acquire by library. Oxford Dictionary defines stock verification as "Periodical examination, inventory and valuation of all stock" The term stock verification refers to the process of checking as to what is in relation to what there was. It is a periodic verification of books and other reading materials of the library. It is essential for every library to know about its stock. But it is not so easy task.

METHODS OF STOCK TAKING:

1. Stock verification by Accession register.
2. Stock taking by using separate register with accession number.
3. Stock taking by preparing separate sheets which contains accession no.
4. Stock taking by numerical counting.
5. Stock taking by the shelf list having special columns on the cards for stock taking record
6. Stock taking by shelf list without any specific columns on the cards.
7. Combining of stock rectification and stock taking process.
8. Computer machines and stock verification.
9. Sample stock verification.
10. Stock verification by duplicate set of book cards.
11. Stock taking by master record.

ADVANTAGES OF THE STOCK TAKING:

1. To know the no of books lost and replace it
2. To know the damage
3. Arrange the misplaced books on proper place
4. To weed out very old, damaged books
5. It helps in cleaning and dusting of books and racks.

DISADVANTGES OF STOCK TAKING:

1. It is the wastage of money, man hours without tangible results.
2. The cost of verification is not commensurate with the cost of books misplaced and the books once lost are lost forever and the stock taking will be an extra expenditure.
3. If a book is reported lost but which was never demanded, it means that the book was not required by the readers

4. When physical checking is essential, the issued books are called back which breaks the rhythm of service
Library has to close for readers.

CONCLUSION:

Stock verification is an important activity for every library to know about its stock. The main objective of stock verification is to find out the actual stock available in the library. Above mentions are some of the problems which the library professionals may face while working in the library presently and in future. We should think seriously for the solutions and then only, we will be able to provide better services to our readers and run the library working smoothly.

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