

### **Stock Verification Procedure in the University Libraries**

The University Grants Commission at its 1064<sup>th</sup> meeting held on 07.11.2021 taking in to consideration the recommendations made by the UGC Standing Committee on Libraries and Information Sciences, decided the following in relation to the Stock Verification procedure in the University Libraries.

#### **1. Library Materials Considered for Stock Verification**

Printed, audio-visual, electronic data bases, e-journals, e-books and other forms of material (Palm leaf manuscripts, manuscripts, artifacts, models, maps etc.) acquired by the library for the use of its members are defined as library materials.

#### **2. Information resources that come under this policy;**

- i. Books and other information resources which come under University Library/ Campus Library / Institute Library  
(Under the custody of Librarian/ Deputy Librarians/ Senior Assistant Librarians/ Assistant Librarians)
- ii. Books and other information resources which come under Faculties/ Departments/ Divisions  
(Under the custody of Deans/ Head of the Departments/Head of the Divisions)
- iii. Books and other information resources which come under Units / Centers  
(Under the custody of unit Heads/ Center coordinators/Directors)

Books and other information resources purchased from university funds, Project funds, foreign funds, generated funds or books and other information resources received as donations/ gifts to any of the above entities mentioned in i-iii.

#### **3. University Library Committee**

The University Library Committee which is a Senate Sub-Committee/ Institutional Library Committee will guide the Librarian/officer in charge of the library for policy matters pertaining to library collection, use of resources, development, progress reporting and periodic verification of the Library stock.

#### **4. Verification of Library Material**

In order to obtain the total number of library materials physically available in the library, the Board of Survey Committee appointed will carry out verification process.

1. Library collection less than 100,000 should be carried out annually
2. Library collection above 100,001 should be carried out within three year period. The whole verification process should be completed within three years, section wise verifications should be arranged annually.

Library Committee will take the decisions on selection of the particular section and the Committee should submit a section wise report annually.

#### **5. Composition of the Board of Survey (BOS)**

The Board of Survey shall be appointed by the Vice Chancellor/ Rector/ Director on the recommendation of the Library Committee.

The composition of the Board of Survey (BOS) should be as follows;

1. A Senior Academic member will be the Chairman of the Committee.
2. Two administrative officers nominated by the Registrar other than SAR/AR (Library services). If such officer is not available in the HEI, no objection to officer being appointed from other HEI.
3. Librarian is not a member of the Board of Survey (BOS) but librarian or nominee shall facilitate the Board of Survey (BOS).
4. Convener of the Board of Survey will be a Senior Assistant Registrar/ Assistant Registrar/Library services.

#### **Appointment of Survey Teams**

1. The survey team shall be appointed by the Registrar on the recommendation of the Library Committee.
2. Number of survey teams can be appointed depending on the requirement in order to expedite and complete the survey procedure.
3. Registrar of the HEI shall function as the coordinator, supervising officer and guide the survey teams where necessary until the completion of the survey.

## 6. Procedure of Stock Verification

1. The Survey teams shall carry out the stock verification in the HEI library including the faculty libraries.
2. The current stock of library material shall be verified against the Accession Register (print and or online) of the Library.
3. Physical presence or absence of each item must be recorded clearly using forms prepared for the purpose.
4. When there are special collections i.e. Ceylon Collection, Permanent Reference Collection or faculty libraries, records must be prepared for each collection separately as well as a final cumulative report.
5. Chairman and the members of the Board of Survey should sign all pages of the report.
6. The pages of the report should be numbered and prepare in the bound form.
7. Report should contain following;
  - i. Books not accessioned (books which are in the acquisition section)
  - ii. Books not returned by the borrowers during stipulated time period
  - iii. Books not returned by the dropout students
  - iv. Books perished or beyond readable/usable condition/damaged due to natural causes/ hazards material
  - v. Declared as lost books
  - vi. Withdrawn books
  - vii. Written off books
  - viii. Missing books
8. Remarks section of the stock verification report must include the following.
  - i. List of items not verified in each collection of the library including the title, accession number, year of publication (no. viii-Missing Books)
  - ii. A separate report should be prepared to item numbers (i- vii) in section 7 which should be submitted to the Council on the recommendation of the relevant Sub-Committees (Library Committee/Finance Committee/ Management Committee/ Audit Committee).

## 7. Actions on Board of Survey Report:

1. Duly signed summary reports (including report from i – iii above section 2) should be submitted to the Vice Chancellor with the recommendation of the Registrar.

2. The final summary report related to item i of Section 2 should be submitted to the Library Committee for their observations and the Library Committee should submit their recommendations to the Registrar/Finance Committee within one month after receiving the report by the Library Committee.
3. The final report will be submitted by the Registrar through the Vice Chancellor for the approval of the Council.
4. A copy of the final report should be submitted to the Auditor General by the Registrar/ Rector/Director with the approval of the Council or the Governing body.
5. Registrar should prepare one report for all other entities mentioned in ii- iii of the section 2 and submit to the Auditor General.
6. Follow-up actions should be taken;
  - i. Books not accessioned – Accession all books in the report and inform with certification to the library committee within one month.
  - ii. Books not returned by the borrowers during stipulated time period
    - a. List of books not returned by the borrowers - reminders should be sent to the borrowers giving one month period to return/settle the cost.
    - b. List of non-returned/non-settled books should be submitted to the Finance Committee to recover replacement cost (calculated according to the policy of the respective universities).
    - c. With the approval of the Finance Committee recovery action should be implemented.
  - iii. Books not returned by the dropout students
    - a. List of dropout students should be taken from the relevant divisions/Faculties (both undergraduate and postgraduate).

- b. List of books not returned by the dropout students, reminders should be sent to their registered address giving one month period to return/settle the cost.
  - c. If proper responses are not received from dropout students action should be taken to inform the replacement cost (calculated according to the policy of the respective universities) to relevant divisions/faculties.
  - d. Librarian should submit the list of refundable deposits / dues to the finance committee for recovery actions.  
(Library committee may decide the amount of refundable deposit time to time based on the recommendation of the Librarian).
- iv. Perished or beyond readable/usable condition/ damaged due to natural causes/hazards material
- a. A separate Committee should be appointed by the Registrar to make recommendation to remove the books from the accession register.
  - b. List of perished or beyond readable/usable condition / damaged due to natural causes/ hazards material should be prepared based on the findings of the Board of Survey.
  - c. List of perished or beyond readable/usable condition/ damaged due to natural causes / hazards material should be submitted to the Library committee with the recommendation of the above (a).
  - d. With the recommendation of the library committee the list should be submitted to the council for approval to remove from the accessioned register and the collection.
  - e. The Registrar based on the recommendation on the above (a) should forward to the council through the Finance Committee for the approval to remove/ write off from the accession register.
  - f. List of books approved by the Council should be destroyed/ handed over to recycling/ scrapped under the supervision of the officer nominated by the Librarian.  
(All above books should be stamped 'cancelled/ withdrawn' and signature of the officer should be placed with the date).
- v. List of Shortages/Missing/Lost items
- a. List of shortages/missing/ lost items should be prepared based on the findings of the Board of Survey.

- b. A separate Committee should be appointed by the Registrar to verify the accuracy of the list of shortages/missing/lost books.
- c. Library committee based on the recommendation of the committee (b) will make recommendation to write off the lost items/ missing /shortages.
- d.
  - i.) Loss of five volumes per one thousand volumes of books (0.5%) annually can be written off.
  - ii) Loss of a book of a value exceeding LKR 25000/= (Twenty five thousand rupees only) at the time of purchasing and rare books irrespective of the value shall invariably be investigated and appropriate actions should be taken.
  - iv) In case above 0.5%, all matters of loss or shortages should be referred to an Independent Committee of Inquiry and actions should be based on the committee recommendations.
- e. The final authority to write off will be with the Council of the respective university.

### **General Guidelines**

- a. If a proper stock verification procedure has not been followed by the university since its inception, the current authorities can take a decision to write off all the lost items excluding the items purchased within last five years, when the stock verification procedure is conducted according to this policy document for the first time in a particular library.
- b. Delegation of Authority from Librarian/Deputy Librarian/Senior Assistant Librarian/Assistant Librarian to below level categories should be done and each level head must be given responsibilities of books/Assets.
- c. Delegation of Authority of Faculty/Department/center libraries not under the purview of the Librarian shall be done by the respective Head of the Faculty/Department/center.

- d. List of duties including custody of books in each level must be justified very clearly.
- e. Relevant officer should take action to arrange all preventive measures such as surveillance security systems, to prevent unauthorized movement of library properties.
- f. Officer should be appointed to ensure proper arrangements on Security and Cleaning/janitorial and other external sources of the library.
- g. This policy document should be reviewed every five years.

### **8. Valuation Committee to value rare books and materials**

The valuation committee should be nominated by the Library committee and Vice chancellor of the University on the recommendation of the Registrar shall approve and appoint committee members including chairman and the convener.

A Senior Academic can be the Chairman of the Valuation Committee and Senior Assistant/Assistant Registrar/Library Services can be the convener of the committee. The library committee shall make these recommendations.

#### **Composition:**

Senior academic member, relevant subject expert, Member nominated by the librarian, Member Nominated by the Registrar and a Member nominated by the Bursar.

#### **Recommendations**

The recommendations of the valuation committee should be submitted to the Library committee and with the recommendation of the Library committee same should be submitted to the council through relevant Committees for final approval.

#### **Incorporation and Disclosure**

Necessary entries should be incorporated in the financial statements to take relevant values to the accounts and same should be disclosed under notes to the year-end financial statement.

A copy of the council approval and list should be sent to the librarian for documentation.