

A STUDY OF LIBRARY STOCK VERIFICATION SYSTEM IN VALSAD DISTRICT AFFILIATED TO VEER NARMAD SOUTH GUJRAT UNIVERSITY SURAT

¹Dhaneshkumar B. Thakor, ²Dr. Bharti L Vaja

(Ph. D. Research scholar), Department of Library and Information Science, Madhav University, Pindwara (Sirohi) Rajasthan, India

(Ph. D. Research Guide & Associate professor), Department of Library and Information Science, Madhav University, Pindwara (Sirohi) Rajasthan, India

ABSTRACT

Explains the sensitive controversial 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 loss, finally concludes by stressing the need for rational and updated rules and procedures about stock verification, responsibility of loss and limits to write-off loss as well as vital role of professional bodies in this direction.

Objectives:

Know the which stock verification methods are using by college libraries of Valsad District Affiliated Veer Narmad South Gujrat University, Surat

Research method: survey methods are used for this research paper and questioner tool are using for data collection. sample population is mention in table no 1.

Key words: Stock verification, Library stock verification,

INTRODUCTION:

In today's rapidly evolving digital age, libraries continue to play a crucial role in providing access to information, education, and fostering a love for reading. However, managing and organizing vast collections of books, journals, and multimedia resources can be a daunting task. To ensure that a library's collection remains current, relevant, and in good condition, regular stock verification is essential. In this article, we will delve into the significance of stock verification in libraries, the various methods employed, and the benefits it offers in maintaining an efficient and effective library system.

Stock verification, also known as inventory auditing or collection assessment, is the systematic process of verifying the physical presence, condition, and accuracy of items within a library's collection. This process aims to identify discrepancies between the actual physical inventory and the records in the library's catalog or management system. Stock verification can encompass

various aspects, including counting, inspecting, and reconciling materials to ensure the integrity of the collection.

OBJECTIVES:

Know the which stock verification methods are using by college libraries of Valsad District
Affiliated to Veer Narmad South Gujrat University, Surat

RESEARCH METHOD:

Survey methods are used for this research paper and questioner tool are using for data collection.
sample population is mention in table no 1.

IMPORTANCE OF STOCK VERIFICATION

- **Accurate Collection Records:** Libraries rely on accurate cataloging and inventory records to provide accurate information to patrons. Stock verification helps in identifying any inconsistencies between the cataloged items and the actual collection, reducing the chances of misplacement or loss.
- **Collection Maintenance:** Over time, library materials can degrade due to wear and tear, making it crucial to regularly inspect items for damage or deterioration. Stock verification enables the identification of items that need repairs, rebinding, or replacement, ensuring the overall longevity of the collection.
- **Financial Management:** A well-maintained and accurate inventory aids in financial planning. Libraries can allocate budgets for acquisitions, replacements, and maintenance based on the real needs of the collection rather than relying solely on outdated records.
- **User Satisfaction:** Library users rely on accurate information about the availability of materials. Conducting regular stock verification reduces the likelihood of patrons encountering unavailable items when searching the catalog.
- **Collection Development:** Through stock verification, librarians can identify gaps in the collection, allowing for informed decisions when selecting new materials for acquisition. This process ensures that the library's collection remains current, relevant, and aligned with the needs and interests of the community it serves.
- **Preventing Theft and Loss:** Regularly accounting for library items discourages theft and helps in the early detection of missing items. It promotes a sense of accountability among library staff and patrons.

METHODS OF STOCK VERIFICATION

Several methods can be employed for stock verification in libraries, each with its own advantages and limitations. The choice of method often depends on the library's size, available resources, and the level of accuracy required. Here are some common methods:



- **Physical Count:** This involves physically counting each item in the collection. While it is time-consuming and labor-intensive, it provides the most accurate results. It's particularly useful for smaller libraries or for verifying specific sections of a larger collection.
- **Sampling:** Sampling involves counting a representative sample of items from the collection and extrapolating the results to estimate the overall accuracy. This method is less time-consuming and can be effective for larger libraries.
- **Barcode Scanning:** Many libraries use barcode scanning technology to streamline the verification process. Barcode scanners are used to scan the barcodes of items, and the system cross-references them with the catalog records. This method is efficient and minimizes human error.
- **RFID Technology:** Radio Frequency Identification (RFID) technology allows for quick and accurate identification of items using radio waves. RFID tags are attached to items, and readers are used to identify the tags. This method is efficient and can be used for both stock verification and self-checkout systems.
- **Data Analysis:** Some libraries use data analysis techniques to identify discrepancies between circulation records, acquisitions, and physical inventory. This method can help pinpoint areas that require closer examination.

Table 1:
Information on type of colleges included in the study (N=30)

Data Sample

Type	Number	%
GIA	7	23.33
GIA & SF	2	6.67
Gov	4	13.33
SF	17	56.67
Total	30	100.00

Table 2: Information about whether the surveyed institutions' libraries have a stock verification policy

Stock verification policy	Respond	Percentage
Yes	22	73.33
No	8	26.67
Total	30	100

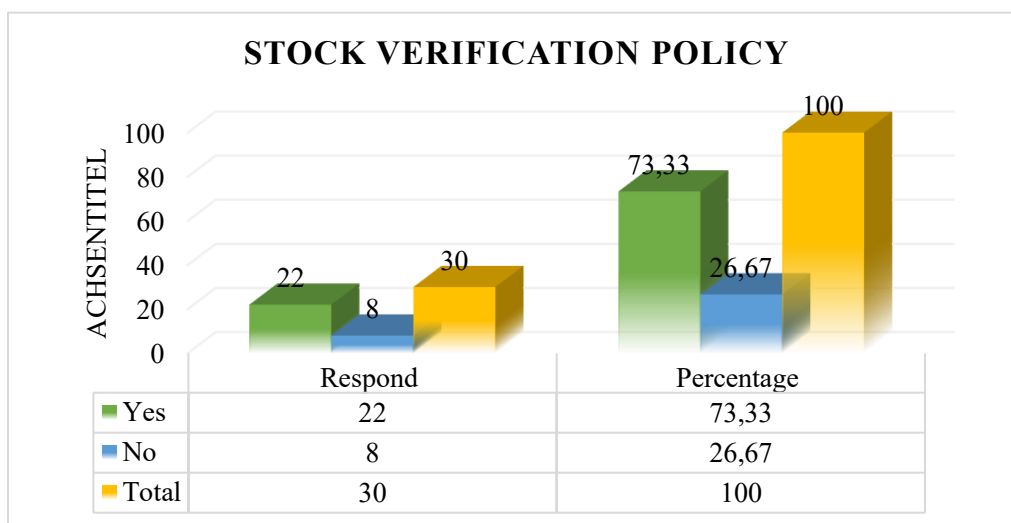


Figure 2: Information about whether the surveyed institutions' libraries have a stock verification policy

The above Table 2 and Figure 2 provides information about whether the surveyed institutions' libraries have a stock verification policy. The breakdown is as follows:

1. Yes, Library Has a Stock Verification Policy: 22 institutions, representing 73.33% of the total, reported having a stock verification policy. This indicates that these libraries have established procedures for regularly verifying the inventory of library materials to ensure accuracy and completeness.

2. No, Library Does Not Have a Stock Verification Policy: 8 institutions, comprising 26.67% of the total, reported not having a stock verification policy. This suggests that these libraries may not have formal procedures in place for verifying their inventory of library materials.

Overall, the table shows that a majority of surveyed institutions' libraries have a stock verification policy, indicating a commitment to maintaining accurate records of their collections. The libraries without a stock verification policy may benefit from implementing such a policy to ensure the integrity and reliability of their collections.

Table 3:
Information about the Stock verification duration.

Stock verification duration	Respond	Percentage
One year	6	27.27
Three year	14	63.64
Five year	0	0.00
Any other interval	2	9.09
Total	22	100

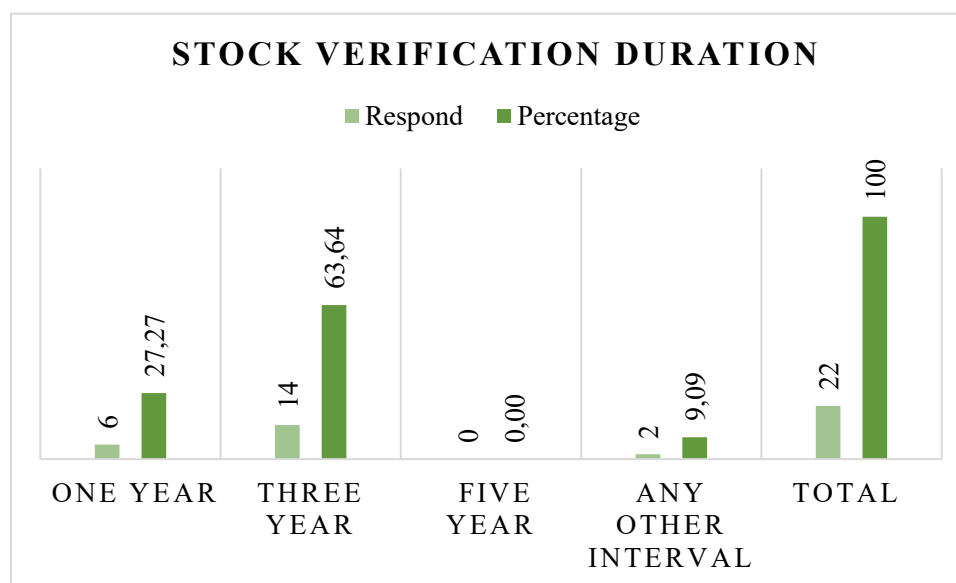


Figure 3: Information about the Stock verification duration.

The above Table 3 and Figure 3 provides information about the interval for stock verification in libraries that have a stock verification policy. The breakdown is as follows:

1. One Year Interval: 6 institutions, representing 27.27% of those with a stock verification policy, reported conducting stock verification once a year. This indicates that these libraries verify their inventory annually to ensure accuracy and completeness.

2. Three Year Interval: 14 institutions, comprising 63.64% of those with a stock verification policy, reported conducting stock verification every three years. This suggests that these libraries verify their inventory less frequently, possibly due to resource constraints or the size of their collections.

3. Five Year Interval: None of the institutions reported conducting stock verification every five years. This may indicate that libraries prefer more frequent verification intervals to ensure the accuracy of their collections.

4. Any Other Interval: 2 institutions, representing 9.09% of those with a stock verification policy, reported using other intervals for stock verification. This could include intervals shorter or longer than one or three years, depending on the specific needs and circumstances of the library.

Overall, the table shows that among the institutions with a stock verification policy, the most common intervals for stock verification are one year and three years. This suggests that libraries value regular stock verification to maintain the accuracy and integrity of their collections.

Table 4:

Information about the methods used for stock verification in the surveyed libraries.

Method use for stock verification	Respond	Percentage
Counting 001	10	45.45
By Barcode scanner	0	0.00
By Accession number register	11	50.00
By RFID	0	0.00
Any other	1	4.55
Total	22	100.00

ACHSENTITEL	METHOD USE FOR STOCK VERIFICATION					
	Countin g 001	By Barcode scanner	Accessi on numb...	By RFID	Any other	Total
■ Respond	10	0	11	0	1	22
■ Percentage	45,45	0,00	50,00	0,00	4,55	100,00

Figure 4: Information about the methods used for stock verification in the surveyed libraries.

The above Table 4 and Figure 4 provides information about the methods used for stock verification in libraries that have a stock verification policy. The breakdown is as follows:

1. Counting: 10 institutions, representing 45.45% of those with a stock verification policy, reported using manual counting for stock verification. This indicates that these libraries physically count the number of items in their collections to verify their inventory.
2. By Accession Number Register: 11 institutions, comprising 50.00% of those with a stock verification policy, reported using the accession number register for stock verification. This suggests that these libraries use a register that lists the accession numbers of items in their collections to verify their inventory.
3. Any Other Method: 1 institution, representing 4.55% of those with a stock verification policy, reported using another method for stock verification. This could include methods not listed in the table, such as using electronic databases or specialized software for inventory management.

Overall, the table shows that among the institutions with a stock verification policy, the most common methods for stock verification are manual counting and using the accession number register. This suggests that these libraries rely on traditional methods for verifying their inventory, possibly due to the simplicity and effectiveness of these methods.

FINDINGS

- Majority of surveyed institutions' libraries have a stock verification policy, indicating a commitment to maintaining accurate records of their collections. The libraries without a stock verification policy may benefit from implementing such a policy to ensure the integrity and reliability of their collections.
- The most common intervals for stock verification are one year and three years. This suggests that libraries value regular stock verification to maintain the accuracy and integrity of their collections.
- The most common methods for stock verification are manual counting and using the accession number register. This suggests that these libraries rely on traditional methods for verifying their inventory, possibly due to the simplicity and effectiveness of these methods.

CONCLUSION:

Stock verification is a critical process that empowers libraries to maintain accurate, up-to-date, and well-organized collections. By investing time and resources into this essential activity, libraries can ensure user satisfaction, financial stability, and effective resource management. With the ever-evolving landscape of information and technology, regular stock verification remains a fundamental practice for libraries to adapt, thrive, and continue serving as invaluable community resources.

REFERENCES:

- Asundi, A. Y. (2015). Paradigms of Stock Inventory in Libraries. Bangalore: College Book House
- Chaurasia, N., &Chaurasia, P. (2011). Library Stock Management: A case study of stock verification of Central Library, IIT Delhi. International Journal of Information Dissemination and Technology,1 (1), 34-39
- Kumbar, K, N., &Hariprasad, B. (2016). Study of stock verification in college library. E-Journal of Library and Information Science, 3(5), 26-35
- Mittal, R. (1984). Library Administration: Theory and Practice. New Delhi: Metropolitan Book Co Pvt Ltd. Rajagopal (1991). Loss of books and the role of librarian. ILA Bulletin, 111-114.
- Rajendriran, P., & Indu, Bhushan. (2006). Automated Library Stock Verification with Barcode and LibSys. DESIDOC Bulletin of Information Technology, 26(5),17-21.

Website:

- <https://librarianhouse.blogspot.com/2023/08/stock-verification.html>
- <https://medium.com/@librarianhouse/title-streamlining-library-operations-the-importance-of-stock-verification-95c7ac4b186a>