Submitted to the Director. 07-09-11

Sub: Stock Verification Reoprt of Library Books-reg-

Ref: i) SH/Stores/ASV/2010-11 dtd 17-03-11

ii) SH/Stores/ASV/2010-11 dtd 26-08-11

With reference to the above, please find enclosed the annual stock verification report in respect of library books. As per the report, four books are missing from the library. The price details of the books are given below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.No. | Acc.  No. | Author(s) | Title | Year | Original  Price  (`) | Discounted  Price  (`) |
| 1 | 4974 | Ramamurthy V | Textbook of Linguistics and Language Teaching | 1980 | 22.50 | 22.50 |
| 2 | 5192 | Nayak H.M | Mummudi Krishnaraja Wodeyar | 1970 | 1.75 | 1.75 |
| 3 | 15032 | Thapar G.D | Handbook of Bedside Medical Diagnosis | 2004 | 175.00 | 140.00 |
| 4 | 16002 | Cranford J.L | Basics of Audiology | 2008 | 3062.00 | 2603.50 |

It may kindly be noted that the number of books consulted/issued during 2010-11 was 94159. Further, we are following an open access system wherein the users can freely go through the collection.

In view of these, the missing of four books may be taken as reasonable and it may not be attributed to negligence from the part of library staff. Strict vigilance and disciplined procedures are followed by the staff while providing various services to the users. However, a final decision regarding this may be deferred till the next annual stock verification as efforts are on to trace out the missing books which will be completed only by next stock verification.

Further, no communication has been received so far regarding the writing off of books lost during 2008-09 and 2009-10 periods.

Library and Information Officer