**ALL INDIA INSTITUTE OF SPEECH AND HEARING**

**MYSORE - 570 006**

**DEPARTMENT NAME: Library & Information Centre**

**PROCESS: Information Maintenance**

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**Table of Contents**

[**13.03.01 Policy & Objective :** 3](#_Toc351456578)

[**13.03.02 Scope :** **Error! Bookmark not defined.**](#_Toc351456579)

[**13.03.03 Organization Chart and Roles & Responsibilities :** **Error! Bookmark not defined.**](#_Toc351456580)

[**13.03.04 Abbreviations :** 3](#_Toc351456581)

[**13.03.05 Definitions:** 3](#_Toc351456582)

[**13.03.06 Resources and Infrastructure :** **Error! Bookmark not defined.**](#_Toc351456583)

[**13.03.07 Process/Activity Flow chart** 4](#_Toc351456584)

[**13.03.08 Acceptance  Criteria :** **Error! Bookmark not defined.**](#_Toc351456585)

[**13.03.09 Procedure :** 6](#_Toc351456588)

  [**13.03.09.01** **Error! Bookmark not defined.**](#_Toc351456589)

 [**13.03.09.02 …** **Error! Bookmark not defined.**](#_Toc351456590)

 [**13.03.09.03** **Error! Bookmark not defined.**](#_Toc351456591)

 [**13.03.09.04** **Error! Bookmark not defined.**](#_Toc351456592)

 [**13.03.09.05**  **Error! Bookmark not defined.**](#_Toc351456593)

[**13.03.10. Measures of Performance :** 8](#_Toc351456594)

[**13.03.11 Reference :** 8](#_Toc351456595)

**Policy &Objective**: Proper maintenance and accounting of the costly information resources for the educational, research and clinical activities of the institute.

**Scope:** Stock verification, shelf rectification and binding of print information resources at specific intervals.

**Abbreviations :**

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| **Sl No**  | **Abbreviation** | **Description** |
| 01 | LA | Library Assistant  |
| 02 | LIA | Library and Information Assistant |
| 03 | LIO | Library and Information Officer  |
| 04 | LMS | Library Management System |
| 05 | SLIA | Senior Library and Information Assistant |

**Definitions:**

**Stock Verification:** The physical verification and accounting of the books and journals acquired by the library periodically.

**Shelf Rectification:** The process of rectifying the subject wise arrangement of books on library shelves.

**Binding**: The process of physically assemblinga loosenedbook or loose issues of a particular volume of journal using hard board cover.

**Resources and Infrastructure**

1. Accession Register (b) Journal Subscription Register (c) LMS (d) Barcode Scanner (e) Stock Books and Journals (f) Computer

**Acceptance Criteria**

**Process/Activity Flow Chart-I**

Books arranged by subject

Searching of books by users

Disorganized Books

Shelf Rectification

**Process/Activity Flow chart-II**

Total Collection of Books and Journals

Appointment of Stock Verification Officer

Fixing the date of Stock Verification

Intimation to borrowers to return the books

Suspension of Issue-Return Process

Starting of Stock Verification

Noting of missing books, if any

Re-checking

Finalizing the missing books to be reported

Effort to trace out the books till next stock verification

Reporting traced out books, if any

Request to write off the traced out books

Writing off of books

Making of necessary changes in Accession Register

**Process/Activity Flow chart-III**

Loose Issues of completed volumes of journals, Paperback editions of new books and damaged books

Identification of resources for binding and preparation of list

Inviting quotation

Handing over of resources for binder

Receiving the bound books

Accessioning the bound volumes of Journals

Placing the bound volumes on to the shelves

**Procedure 1: Procedure (Shelf Rectification)**

1. Arrangement of books as per the subject by the professional staff of the library.
2. The users search for books of their interest on the shelves.
3. The orders of books on the shelves get changed.
4. The professional staff re-arranges the books according to the subject carefully by looking at the call number of books.

**Procedure (Stock Verification)**

1. The Director appoints a staff working in other department/ section as stock verification officer every year.
2. The stock verification officer fixes the date of Stock Verification by consulting the library and Information Officer
3. The LIC issues circular to all the members regarding the date of commencement of stock verification and return the books borrowed.
4. The book issue-return process will suspend and Stock Verification starts.
5. Identification of missing of books, if any
6. Re-checking
7. Finalizing the missing books to be reported
8. Effort to trace out the books till next stock verification
9. Reporting traced out books, if any
10. Request to write off the traced out books
11. Writing Off of Books
12. Making of Necessary Changes in Accession Register

**Procedure (Binding)**

1. Loose Issues of completed volumes of journals, Paperback editions of new books and damaged books
2. Identification of resources for binding and preparation of list
3. Inviting Quotation
4. Handing over of resources for binder
5. Receiving the bound books
6. Accessioning the bound volumes of Journals
7. Placing the bound volumes on to the shelves

**13.03.10 Measures of Performance : Nil**

**13.03.11Reference :**

Q. Manual –

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|  | **Document Description**  | **Doc reference**  |
| 01 | LMS Database |  |
| 02 | Membership Register |  |
| 03 | Issue Register |  |