ALL INDIA INSTITUTE OF SPEECH AND HEARING: MYSORE-06

LIBRARY AND INFORMATION CENTRE

**Corrective and Preventive Action**

**Misplacement of Books**

**Problem:**  The users were not able to find some of the books on shelves at the locations specified in the OPAC. A particular book may be showing as ‘available’ on the OPAC, but it may not be actually present on the specified shelf. Only a few users were seeking the help of the library staff in this regard.

**Corrective Action:** Intensified the shelf rectification process being carried out by the professional staff.

**Preventive Action:** A Misplaced Book Tracing Form has been designed and made available at the Stack and Reference Sections. The users can write down the details of the untraceable books and hand it over to the library staff who will trace the books and inform the concerned users.