All India Institute of Speech and Hearing, Mysore-06

Library and Information Centre

Acquisition Section

Monthly report

January 2014

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Category** | **Book Format** | | **Reference**  *( file/ invoice. no. etc with date)* |
| **Print** | **Electronic** |
|  | No. of suggestions/ requests received for purchase |  |  |  |
|  | Number of Titles added to the running list for purchase |  |  | - |
|  | Lists of books sent to departments for approval |  |  |  |
|  | Lists of books received from departments after approval |  |  |  |
|  | Lists of books pending with the departments |  |  |  |
|  | No. of purchase order(s) sent |  |  | - |
|  | Purchase order(s) with due date &  Intimation to vendor |  |  |  |
|  | Extension of purchase order(s) |  |  |  |
|  | Cancellation of purchase order(s) |  |  |  |
|  | No. of vendor Invoices received   1. Under processing 2. Completed processing |  |  | 3 |
|  | Number of books accessioned   1. Purchased 2. Volumes 3. Titles 4. Gift |  |  |  |
|  | Total amount spent (*bills passed for payment*) |  |  | - |
|  | Number of books handed over to technical section |  |  | - |
|  | Total books in the collection as on date |  |  |  |

**Status From April, 2013 to till date**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Category** | **Book Format** | |
| Print | Electronic |
|  | Total titles added |  |  |
|  | Total volumes added |  |  |
|  | Total amount spent |  |  |
|  | Total titles ordered |  |  |
|  | Total volumes ordered |  |  |
|  | Range of accession nos. |  |  |
|  | Total Number of gift books |  |  |

**Collection Statistics till Date**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Category** | **Book Format** | |
| Print | Electronic |
| 1 | Total volumes |  |  |
| 2 | Total titles |  |  |

**Other Works Taken up During the Month**