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** |
| 1.
 | 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 accessioned1. 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**