**Flow Chart- IV**

**Process/Activity Flow chart – Information Maintenance (Information Maintenance of Print Resources)**

Stock verification

Binding

Shelf rectification

Suspension of issue-return process

Total collection of books and journals

Paperback editions and damaged books

Loose Issues of completed volumes of journals

Assigning the job to professional staff by LIO

Starting of stock verification

Selection of books for binding and preparation of list

Completion of stock verification

Selection of resources for binding and preparation of list

Identification of misplaced books

 No

Submission of report

Any missing books? ?missing?

Receiving the bound books

Handing over of resources for binder

Inviting quotation

Receiving the bound volumes

Handing over of resources for binder

Inviting quotation

Traced out the missing books?

Effort to trace out the books till next stock verification

Yes

Bound volumes verified & correct?

 **No** No No

Verification the bound books

Request to write off books missing consecutively for two years

 Yes

Accessioning the bound volumes of Journals

Writing off books by competent authority

 Yes