All India Institute of Speech and Hearing: Mysuru-06

Library and Information Centre

SH/LIC/STV/2019-20 31.07.19

Submitted to the Director.

 Sub: Missing of library books-reg.

 Ref: 1. SH/LIC/STRB-2012 dated 16.08.12

 2. SH/LIC/STRB-2013/2013-14 dated 07.11.13

 3. SH/LIC/STV/2015-16 dated 03.06.15

 4. SH/LIC/STV/2018-19 dated 14.06.18

 5. Note

Respected Madam,

 With reference to the above, all the missing books till the year 2011-12 were written-off by the competent authority. From the year 2011-12 to 2018-19, four stock verifications were conducted on library books i.e for the years, 2011-12, 2012-13, 2013-14 and 2017-18. As per the General Financial Rules, for libraries having more than twenty thousand volumes and up to fifty thousand volumes, the physical verification need not conduct every year but once in three years. Our collection exceeded 20,000 volumes in 2014-15. However, we conducted the verification for the year 2017-18 instead of 2016-17.

The details of books missing and traced during the stock verifications for the years 2010-11 to 2017-18 are enclosed herewith. Of the a library book is found missing, we will try to trace it out during the next two consecutive annual stock verifications, and if not found even after the 2nd consecutive verification, the missing book will be declared as lost and request will be made to the competent authority to take necessary steps as per rules (*Copy of the relevant clause in GFR-2017 enclosed*). We are following this procedure since the year 2013-14 vide letter no. SH/LIC/STRB-2013/2013-14 dated 7.11.13 (*Copy enclosed*).

In line with the above-mentioned procedure, the two books found missing in 2011-12 and could not trace out even after the 2nd consecutive stock verification in 2013-14, were requested to write off vide no. SH/LIC/STRB-2013/2013-14 dated 7.11.13 referred above as per rules. The Stores Section is yet to take an action on our request. Meanwhile, we could trace out one of those two books missing, recently.

Of the eight books missing in 2012-13, we could trace out six books. The remaining two books are missing even after the 2nd consecutive stock verification conducted in 2018-19 for the year 2017-18.

The two books missing of 2013-14 stock verification were traced out in the next consecutive stock verification for the year 2017-18.

During the for the year 2017-18 stock verification conducted in 2018-19, 8 books were found missing. These books are still missing and efforts are on to trace out the book till the next two stock verifications. For an audit enquiry regarding the missing books of 2017-18 reported in 2018-19 and later to a follow-up note of our Accounts Section vide SH/Accts/Audit/2019-20 dated 18.09.19 we informed that efforts were on to trace out the missing books and it would be continued till the next two stock verifications.

However, in reply to our note no. SH/LIC/Audit/2019-20 dated 26.09.19, the Chief Accounts Officer commented that it was a serious observation as per the rule 215, chapter 7 of GFR, 2017 and immediate action is needed and could not be waited till the next stock verification. In this regard, the relevant portion of the rule 215 of GFR 2017 is extracted below:

*Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.*

Nowhere in the rule it says “immediate action needs to be taken” on the missing books. On the other hand, it says to “invariably investigate” the loss of books and then take action. It may please be noted that such comments were not made even by the auditing team early in February this year.

It is kindly reiterated that we need a minimum of two consecutive stock verifications to make sure whether the missing books are actually lost or not. Because, we are conducting the stock verification manually by checking the accession numbers of the books arranged on the shelves and there are chances of leaving out some books from accounting. Also, it is observed that some of the users are purposefully misplacing the books for later use. Thus, leaving out of some of the books during stock verification and intentional misplacing by the users are the major reasons for the missing of our library books. On the other hand, book theft is very rare in our Library and Information Centre. The number of traced out books during the previous years corroborates this fact. Of the 12 books missing from 2011-12 to 2013-14, we could trace out 9 books by 2018-19. It clearly shows that our procedure is right.

However, as we are now conducting the stock verification only once in three years, the two consecutive stock verification will take 6 years to complete which is a very long period to decide on a missing book.

Based on the above, it is kindly requested to:

1. Write off the three books that we lost in 2011-12 and 2012-13 stock verifications as detailed below. The total cost of the three books is Rs. 245/- According to Rule 215 (ii) of the GFR, 2017 “Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence”. The number of books issued/consulted during **2011-12 was …….and in 2012-13 it was ……** as per our records. Further, we are following open access syetm wherein the users can freely go through the collection. In view of this, the missing of three books may be taken as reasonable and may not be attributed to the negligence from the part of the library staff. Hence, they may be written off from the stock.

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| Missing Year  | Title  | Author | Accession No. | Price(Rs) |
| 2011-12 | Role of Foreign Exchange & Finance in India’s Development Plan | Lokanathan, P. S. | 5497 | 0.45 |
| 2012-13 | Teaching Children Foreign Languages | Finocchairo, Mary | 168 | 22.00 |
| 2012-13 | Crib Speech and Language Play | Kuczaj, Stan A. | 7799 | 223.02 |

1. Permit to conduct interim stock verification annually by the library staff and the final verification once in three years as per rules under the coordination of the Stores Section as usual. This will help us in tracing out the book faster.
2. Permit to continue the procedure of making effort to trace out the missing books during the next two consecutive verification (including the interim stock verification) and then take action.

Thank you,

Yours faithfully,

Library and Information Officer

Approved/ Not Approved

Director

**Library Stock Verification: 2011-12 to 2018-19**

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| **Missing Books 2011-12** |
| **S/N** | **Acc. No.** | **Author** | **Title** | **Year** | **Original Price (₹)** |  **Price (₹)** | **Present Status** |
| 1 | 5497 | Lokanathan, P. S. | Role of Foreign Exchange & Finance in India’s Development Plan | 1961 | 0.45 | 0.45 | Still Missing |
| 2 | 13441 | Code, Chris | The Characteristics of Aphasia | 1991 | 1606.53 | 1445.75 | Recommended for written off, but traced recently |
| **Missing Books 2012-13** |
| 1 | 168 | Finocchairo, Mary | Teaching Children Foreign Languages | 1964 | 28.00 | 22.00 | Still Missing |
| 2 | 7799 | Kuczaj, Stan A. | Crib Speech and Language Play | 1983 | 223.02 | 223.02 | Still Missing |
| 3 | 11288 | Stemple, Joseph., Glaze, Leslie E. and Gerdeman, Bernice K. | Clinical Voice Pathology | 2014 | 1768.25 | 1591.50 | Traced out |
| 4 | 15626 | Cranford, Jerry L | Basics of Audiology: From Vibrations to Sounds | 2008 | 2954.00 | 2511.00 | Traced out |
| 5 | 16417 | Loy, Betty and Roland, Peter | Cochlear Implants: What Parents Should Know | 2009 | 2181.40 | 1745.00 | Traced out |
| 6 | 18350 | Richburg, Cynthia McCormic and Smiley, Donna Fisher | School-Based Audiology | 2012 | 3119.80 | 2495.00 | Traced out |
| 7 | 18359 | Lawson, Gary and Peterson, Mary | Speech Audiometry | 2011 | 2380.90 | 1905.00 | Traced out |
| 8 | 18440 | Eastwood, John | Oxford Guide to English Grammar | 2003 | 225.00 | 180.00 | Traced out |
| **Missing Books 2013-14** |
| 1 | 17589 | Frederick N. Martin | Introduction to Audiology | 2012 | 6559.00 | 5248.00 | Traced out |
| 2 | 18084 | Russell J. Love | Childhood Motor Speech Disability | 2000 | 3685.00 | 2948.00 | Traced out |
| **Missing Books 2017-18** |
| 1 | 16102 | Katherine Paxton & Irene A. Estay | Counselling people on the Autism Spectrum: A Practical Manual | 2007 | 1399.13 | 1189.00 | Tracing in progress |
| 2 | 18282 | D. B. Fry | The Physics of Speech | 2001 | 2169.13 | 1736.00 | Tracing in progress |
| 3 | 19441 | Muthuswamy & Brinda | Swamy’s Compilation on Right to Information | 2013 | 200.00 | 200.00 | Tracing in progress |
| 4 | 19589 | Stanley A. Gelfand | Hearing: An Introduction to Psychological and Physiological Acoustics, 5th ed. | 2010 | 11144.60 | 8915.00 | Tracing in progress |
| 5 | 19993 | Cecelia Ahern | How to Fall in Love | 2013 | 350.00 | 280.00 | Tracing in progress |
| 6 | 21360 | Gerald R. Popelka | Hearing Aids | 2016 | 8656.21 | 6924.97 | Tracing in progress |