All India Institute of Speech and Hearing, Mysore-06

Library and Information Centre

**Monthly report for the Month of ………..**

1. **Book Acquisition**

|  |  |  |
| --- | --- | --- |
| **Sl.No** | **Category** | **Number** |
|  | Titles added |  |
|  | Volumes added |  |
|  | Amount spent |  |
|  | Titles ordered |  |
|  | Volumes ordered |  |
|  | Range of accession nos. |  |
|  | Gift books |  |

|  |  |  |
| --- | --- | --- |
| **Sl.NO.** | **Category** | **Numbers** |
| 1 | Books processed |  |
| 2 | Books under processing |  |
| 3 | Theses and dissertations received & accessioned |  |
|  | Theses and Dissertations Digitized and Uploaded to Repository |  |
| 4 | Other Institute Publications Received |  |
| 5 | Book CD-ROMs Received |  |

1. **Information Processing**
2. **Serial Management**

|  |  |  |
| --- | --- | --- |
| **Sl.No** | **Category** | **Number** |
|  | Total no. of journals subscribed   1. Electronic Only 2. Print + Electronic 3. Print Only 4. National Journals 5. International Journals |  |
|  | Number of renewed subscription |  |
|  | Number of new subscription |  |
|  | Total Amount Spent |  |

1. **Information Services Offered**

|  |  |
| --- | --- |
| S.No. | Name of the service |
|  |  |
|  |  |

1. **Circulation Service**

|  |  |  |
| --- | --- | --- |
| **Sl.No** | **Category** | **Number/Amount** |
| 1 | Books issued   1. Students 2. Faculty members 3. Others |  |
| 2 | New Members |  |
| 3 | Temporary Members |  |
| 4 | Book Loss Reported |  |
| 5 | Overdue charge |  |

Report prepared by: Verified

(Sd/-)

Library and Information Officer