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 subscribed1. 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 issued1. 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