
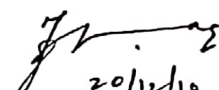




Circular

As already communicated, the Library Committee approved the Stock Verification Regulations in its meeting held on 3-1-2019 under the chairmanship of Hon'ble Vice Chancellor. As such, all Heads of the Departments are requested to start the stock verification process as per the regulations attached. List of books containing accession numbers alongwith title of each book available may be compiled and forwarded to the office of undersigned by or before 25-1-2020 positively.

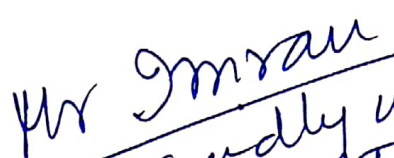
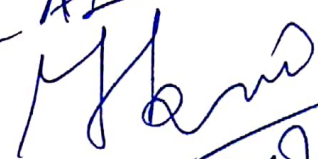

Prof. G. M. Peerzada
(Librarian) 28/12/19


20/12/19

No.F(Stock-ver)AIL/KU/19
Dated: 20-12-2019

Copy to:

1. All HODs with request to kindly utilize the services of library professionals and non-professionals to kick start the process.
2. ✓ Scientist "B" for uploading the circular on Allama Iqbal Library website.
3. FTS account holder of Allama Iqbal Library for uploading the circular.
4. File.


Mr Imran
Kindly upload on
the AIL website

20/12/19

Mobile: 9906560114, 7006131321

Email: peerzada_gmp@yahoo.co.in



ALLAMA IQBAL LIBRARY UNIVERSITY OF KASHMIR

Hazratbal Srinagar, Kashmir, J & K-190006.

5) Revised Stock verification Regulations.

Resolved that, the amendments in Stock Verification Regulations, be approved as follows: -
Depending upon the size of the library, periodicity and modalities of stock-taking for Allama Iqbal Library and various Departmental Libraries of the University of Kashmir shall be as under:

Up to 20,000	3 years' Interval, 100 % Physical Verification
Up to 50,000	5 Years' Interval, 100 % Physical Verification
50,000-1,00,000	Sample (20% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses more than 10% of the sample chosen, complete verification will be required to be done.
Above 1,00,000	Sample (10% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses more than 10% of the sample chosen, complete verification will be required to be done.

- The sample can be of random generation of numbers.
- The Heads of Departments shall ensure that the quantity of present stock of books in their departmental libraries is provided to Allama Iqbal Library as and when they will be requested to do so, for the purpose of stock verification.
- Loss of five volumes per one thousand volumes of books issued 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 (General Financial Rules 2017, Government of India, Chapter-7, Rule 215- Physical verification of Library books).
- Loss of the book of value exceeding Rs.1000.00 for books published in India and Rs.10,000.00 for books published abroad and books of special nature and rarity will be invariably



ALLAMA IQBAL LIBRARY UNIVERSITY OF KASHMIR

Hazratbal Srinagar, Kashmir, J & K-190006.

investigated and consequential action will be taken. The base value suggested for Indian and foreign books shall be reviewed every three years.

- There shall be no objection to the Librarian, after due approval of Library Committee, in disposing mutilated/ Damaged/ obsolete volumes to the best interest of the library. However, the disposal of such volumes will be made on the recommendations of an Advisory Committee, to be constituted by the Competent Authority, which will decide whether the books mutilated/damaged/obsolete are not fit for further use

Therefore, it is impressed upon all Head's / Chairpersons / Directors / Coordinators / Rectors of Departments / Centers/ Institutes / Satellite Campuses to kindly adhere to the above policy decisions in letter and spirit and kindly circulate the same for information among the faculty members of your respective departments.

No:- F(LC-KU)AII./KU/19
Dated:- 24th Jan 2019

Prof. G M Peerzada
Librarian (Member Secretary-LC)

Copy for information to the: -

- ✓ Dean Academic Affairs
- ✓ Dean Research
- ✓ Dean College Development Council
- ✓ Deans of various Schools
- ✓ Heads of all Teaching Departments
- ✓ Directors of Various Research Centers /Institutes
- ✓ Director, Institute of Technology Zakura
- ✓ Rectors Leh / Kargil Campuses
- ✓ Directors of North /South /Kupwara Campuses
- ✓ I/c Director, IT & SS
- ✓ All Assistant Librarians of Allama Iqbal Library
- ✓ P S to Registrar for information of Registrar
- ✓ File.