# Stock Verification of Library Books

**STEP 1: Recording the Accession Number of books**

i.   The library staff notes down the accession numbers of each book on the library shelves.

ii.  A physical verification committee is set up and each member is provided with one set of sheets to note down the accession numbers of books in the library shelves.

iii. The books are physically checked for recording their accession numbers and if found damaged or beyond repair should be taken out of shelf.

**STEP 2: Stock verification through KOHA software**

i.   After the committee finishes the recording of the accession numbers of books, all the sheets of paper from the members containing the accession numbers are pooled together.

ii.  The accession numbers of all the books are then entered into an excel file.

iii. The excel file is then uploaded on to the KOHA Library Management Software (LMS).

iv.  A report containing the list of missing or damaged books is then generated using KOHA LMS.

**STEP 3: Re-verifying the missing Books**

i.   The report containing the list of missing books is again cross-checked with the collection.

ii.  The final list of missing books is then submitted to the Principal.

**Note:**

*Stock Verification in the library is undertaken annually during summer vacations.*

Stock Verification of Library Books

➡ Recording the Accession Number of books

➡ Stock verification through KOHA software

➡ Re-verifying the missing Books