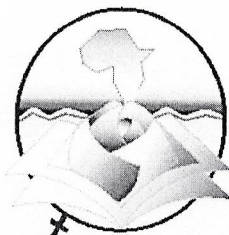


# WOMEN'S UNIVERSITY IN AFRICA LIBRARY

Library  
Department



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*Addressing gender disparity and fostering equity in University Education*

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## LIBRARY DEPARTMENT

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## **1. LIBRARY STOCK TAKING POLICY**

### **2. INTERPRETATION**

#### **Stock taking**

This is an assessment and recording of the amount of stock held in the library as compared to the last stock exercise and what the library systems have on record.

#### **Accession Register**

This is a permanent record of all resources or objects which are or have been part of the library's collection.

#### **Class number**

This is the first part of a call number which is used to classify library resources by their subject areas.

#### **Call numbers**

This is a combination of numbers and letters assigned to a library book to indicate its location on the library shelf.

#### **Shelving**

This is an act of organizing books by call numbers and placing them in their correct locations on the library shelves.

#### **Shelf list**

This is a record kept of the books and other materials in a library in the order in which they stand on the shelves.

#### **Withdrawn**

This when a book has been taken off the shelf and is no longer available for use or checkout from our library.

### **3. PURPOSE**

Stock taking is conducted in order to ascertain the correct number of the library stock as well as its value. The stock taking figure at the end of every exercise shall be the base figure or the opening stock at the beginning of the next financial year.

New materials received shall be added to this figure. Missing, withdrawn, lost and paid for or discarded materials shall be subtracted from this figure.

Shelf lists shall be maintained in electronic format as well as hard copies and updated versions shall be printed out and used to tick the books through the shelves every time the exercise falls due.

#### **4. SCOPE**

This policy applies to the Women's University in Africa (WUA) Library and is intended to ensure that the stock taking exercises are done in an orderly and productive manner. Stock taking shall be conducted to enhance good practices in stock management. It involves comparing the physical stock with the library records such as catalogues, registers, shelf lists, databases, etc.

#### **5. PRINCIPLES GUIDING THE POLICY**

The overall aim of the exercise is to establish any variations in stocking levels and its value so as to make the necessary adjustments.

Stock taking in the library shall be conducted in order to:

- a) Identify losses;
- b) Identify materials that are in the library but not in the register of holdings;
- c) Ascertain the actual number of the library stock;
- d) Establish the value of the library stock;
- e) Facilitate monitoring and evaluation of stock circulation and library usage;
- f) Identify gaps or weak areas in collection development;
- g) Provide WUA management with information on how well the library budget is being utilized;
- h) Any other reason the University may deem necessary.

Once the true value is ascertained, for example, this information can be used to insure the stock against unforeseen circumstances such as fire, floods or any other disaster as a form of mitigation.

## **6. POLICY PROVISIONS**

Stock taking shall be conducted on biennially in the first two months of the year. It shall also be conducted under special circumstances such as when there is change of management at the library for purposes of succession, continuity and smooth handing over.

### **6.1 STOCKTAKING DATE**

Stock taking shall be conducted biennially for one month. The university librarian shall submit the results to the Library Committee within two weeks (14) days after the end of the exercise.

### **6.2 FREQUENCY**

Stock taking shall be conducted on biennially in the first two months of the year. It shall also be conducted under special circumstances such as when there is change of management at the library for purposes of succession, continuity and smooth handing over.

### **6.3 PROCEDURE**

- a) **Shelving** of library stock within each subject area according to call numbers.
- b) This shall be followed by writing, compilation or updating of **shelf lists** of what is currently on the shelves at the time, capturing all the bibliographic details of each and every item.
- c) The details shall include but not limited to the Accession number, Author, Title, Edition, Publisher, Place of publication, Year of Publication, Class number, ISBN/ISSN, Number of copies, price and location in the library.
- d) As part of preparation for the exercise, loaning of library materials shall be suspended two (2) weeks before the commencement date. Those holding books shall be encouraged to return them during this period.
- e) At the end of the exercise, the updated shelf lists shall be used to update the library stock database/catalogue.
- f) This exercise shall entail comparing the updated shelf lists with the library database to update and clean it.

### **6.4 LIBRARY ACTIVITIES THROUGH OUT THE YEAR**

The success of the stock taking exercise shall depend on the continuous and sustained updating of the library records. Therefore, the library shall maintain the following records of material holdings and the format shall be the one appearing in the Accession Register:

### **Accession Register**

All library materials acquired in each financial year shall be entered in the accession register which shall be maintained in the prescribed format.

### **Library database**

The library database shall be an accurate reflection/mirror image of the shelf lists.

### **Physical Counting**

- a) Using the library database as control tool, a physical count of all the library holdings (books & periodicals) shall be conducted biennially.
- b) At the end of the exercise, library staff shall compare the actual physical count results with all other records. The library records shall then be updated accordingly.

### **Shelf Lists**

- a) This is a list of all library holdings in the way they are shelved showing materials available in the library at any given time.
- b) The lists shall be arranged in the same order the books appear on the shelves observing strict numerical and alphabetical order using the “**class numbers or call numbers**” and shall include books on loan, repair and binding.

## **6.5 BOOKS FOR REPAIRS**

The library shall maintain a register of all books for repair and /or binding. These books shall be counted as part of the stock in circulation.

## **6.6 DISCARDED BOOKS**

The library shall maintain a register of discarded materials. All the discarded materials shall be arranged and kept in a safe place and shall not be given away or sold until the University Management through the Library Committee makes a decision on them. All discarded materials shall be stamped “**Withdrawn**” on the title page.

## **6.7 LOST AND PAID FOR BOOKS**

The library shall maintain a Register of lost and paid for books. The Register shall have a column for the 50% surcharge.

## **6.8 BOOKS ON LOAN**

The library shall maintain a Register of all books on loan on daily basis and declare total loans at the end of every stocktaking exercise.

## **6.9 MISSING /LOST BOOKS**

The library shall maintain a Register of all books whose book slips/cards and other records are available in the library, **but** the actual book/copy cannot be traced. The register shall be updated on daily basis.

Missing books shall be those books whose whereabouts is not clear. They could be missing as a result of being shelved in the wrong place or mislaid within the library.

If such a book/material remains missing 3 months from the date of entry into the register, the University librarian shall provide guidance on how the case should be treated.

## **6.10 PROGRESS REPORTS**

Quarterly reports shall be prepared and forwarded to the University Librarian by the 5th day of the next month after expiry of the quarter under review.

## **6.11 REGISTER OF ASSETS**

The library shall maintain a Register of library capital assets such as equipment and furniture. The Finance and Administration department shall advise on this matter. A physical count of the assets shall be included in the stocktaking returns.

## **6.12 SUMMARY OF THE RESULTS**

- a) After the stocktaking exercise, the library shall summarize the results in tabular format.
- b) A standard format for submitting a summary of the results is provided as *Appendix 2*. The format shall be used for purposes of uniformity and standardization.
- c) A separate list of materials in all categories in the library shall be prepared. For example, a separate list of books on loan to lecturers, staff, students, among others.
- d) The list of lost and paid for books shall show the actual price of the book/material and an additional 50% surcharge on separate columns before adding up the total.

- e) The recipients of the stocktaking report shall be the offices of the University librarian, Library Committee and Internal audit.

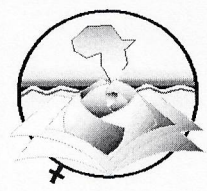

### 6.13 REVIEW OF THE POLICY

This policy shall be revised biennially but new procedures or suggestions of improving the exercise shall be incorporated as they arise.

### 7. ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Technical Services Department	Develop and disseminate the Library Stock Taking policy and spearhead the stock taking exercise
Internal Audit Department	Provide guideline on risk and audit issues

### 8. DOCUMENT VERSION MANAGEMENT AND CONTROL

Document Name	<b>Library Stock Taking Policy</b>	 <b>WUA</b>
Version Reference	1.1	
Document Owner	University Librarian	
Approved by		
Date of Approval		
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