

GOVERNMENT OF KERALA

Higher Education (A) Department,  
Thiruvananthapuram,  
Dated: 8.12.2000.

No. 27855/A3/2000/H.Edn.

CIRCULAR

Sub:- Establishment - Commonpool of Librarians -  
Missing of books - Responsibility - reg.

The Principal, Government Law College, Kozhikode requested to extent the provisions in circular DFG/J4/JL/94 dated 6.6.1994 to the Law Colleges also in fixing the liability for the loss or missing books from the Librarians.

In the circumstances the following guidelines are issued in fixing the responsibility for the missing books from the Librarians.

The responsibility for the missing books from the library should be fixed on each individual strictly with reference to the duties and responsibilities of each individual working in the library. The entire staff working in the library are responsible for the proper accounting of the books and other articles in the library. The maximum number of books that can be written off in a year is 0.5% of the books in circulation. The library staff will be responsible for the loss of books in excess of the admissible number and the cost of such books will be recovered from the Library staff in equal shares. Thus responsibility

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of the missing books will be shared by all in equal proportions. The person who are transferred out of the institutions on transfer or promotion will be relieved of their duties on executing an undertaking to the effect that liabilities if any fixed on them in respect of the missing books during the period they have worked in the institution would be remitted by them and this position will be shown in the relieving order.

P. JAYAPRAKASH,  
DEPUTY SECRETARY.

To

The Director of Technical Education,  
The Director of Collegiate Education,  
The Director of Medical Education,  
The Director of Health Services,  
The Principal,  
Government College,  
The Principal,  
Medical College,  
Law College,  
Ayurveda College,  
The Accountant General (A&E)/(Audit),  
Kerala, Thiruvananthapuram.  
The S/F, O/C:

Forwarded/By Order

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Section Officer

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GOVERNMENT OF KERALA

No.31960/A3/2001/H.Edn.

Higher Education (A) Department,  
Thiruvananthapuram,  
Dated, 25.6.2002.

C I R C U L A R

Sub:- Establishment - Common pool of Librarians -  
Missing of book - clarification - reg.

In Govt. Circular No.27855/A3/2000/H.Edn dated 8.12.2000 Government issued certain direction regarding fixing of responsibility on missing books and books that can be written off per year specifying therein that 0.5% of books in circulation can be written off per year. The Principal Medical College, Mulamkunnathukavu has sought clarification as how to calculate the books in circulation.

In the circumstances further clarification in this regard is issued as follows:

The criteria for calculating the circulation of documents for the purpose of writing off will be arrived at by counting the No. of transactions done in the Library as per the issue records maintained if the Library follows closed access, or the daily issue statistics maintained if the library follows open access system, where the borrowers card system is in practice. Books made use of by members and readers by way of reference will also be counted for this purpose.

BABY RAMAN,  
DEPUTY SECRETARY.

To

The Principal, Medical College, Mulamkunnathukavu.  
The Director of Technical Education/Collegiate  
Education/Medical Education/Health Services.  
Govt. College, .....

The Principal, Medical College, .....

The Principal, Law College, ;;; *Ernakulam*

The Principal, Ayurveda College, .....

The Accountant General, (AGE)(Audit), Thiruvananthapuram.  
Stock File/Office Copy.

Forwarded/By Order,

*M. A. J.*  
Section Officer.

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Copy of Government Circular No. 27855/A3/2000/H. Edn  
dt. 9-12-2000 from The Higher Education (A) Department,  
Thiruvananthapuram to this office.

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Sub:--Establishment - Commonpool of Librarians -  
Missing of books - Responsibility - req.  
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The Principal, Government Law College, Kozhikode  
requested to extent the provisions in circular DPG/JA/JL/04  
dated 6-6-1994 to the Law Colleges also in fixing the  
liability for the loss or missing books from the Librarians.

In the circumstances the following guidelines are  
issued in fixing the responsibility for the missing books  
from the Librarians.

The responsibility for the missing books from the  
Library should be fixed on each individual strictly with  
reference to the duties and responsibilities of each individual  
working in the library. The entire staff working in the  
library are responsible for the proper accounting of the  
books and other articles in the library. The maximum number  
of books that can be written off in a year is 0.5% of the  
books in circulation. The Library staff will be responsible  
for the loss of books in excess of the admissible number and  
the cost of such books will be recovered from the library  
staff in equal shares. The responsibility of the missing  
books will be shared by all in equal proportion. The person  
who are transferred out of the institutions on transfer or  
promotion will be relieved of their duties on executing an  
undertaking to the effect that liabilities if any fixed  
on them in respect of the missing books during the period  
they have worked in the institution would be remitted by  
them and this position will be shown in the relieving order.

Sd/-

DEPUTY SECRETARY

To

The Director of Technical Education.

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Encl. on No. ED2-10173/93 dt. 30-3-2001.

- Copy communicated to (1) Heads of all institutions  
for information and necessary action. Head of Institution  
are requested to strictly adhere the direction before  
relieving the library staff.
2. Superintendent ED
  - (3) DP
  - (4) Purchase sections
  3. S.F. and O/C.

Sd/-

ADMINISTRATIVE ASSISTANT

Forwarded by Order

S. SUPERINTENDENT