



**D Y PATIL**  
D E E M E D T O B E  
**UNIVERSITY**

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NAVI MUMBAI


**MAINTENANCE POLICY OF THE**  
**LIBRARY**

## **INTRODUCTION :**

In D.Y. Patil Deemed To Be University , maintenance of library material involves continuous monitoring of the stack room, displaying of new material on the display racks and arrangement of the books and periodicals on the shelves after use. Besides these, the material has to be dusted and cleaned at periodic intervals. The periodicals, damaged and torn books have to be bound. The old and obsolete documents which are no longer in use have to be withdrawn from the stacks. This also includes physical care of the books, that is, their protection from sunlight, dust, insects, moisture and heat. The maintenance work is related to many sections of the library. For example, the processing section makes available new material all the time and there is a need to shelve these books within the already existing collection. This creates problems of shelving when books on the same subject are received in large numbers. These books have to be accommodated on the shelves without disturbing the order of arrangement of other collection. The circulation section too is involved. The users, continuously pick up books from the stacks, get them issued and eventually return them. Upon their return from users, these books have to be put back in their proper places on the stacks. Therefore, the work related to proper shelving, re-shelving and maintaining the collection is continuous in nature. Besides this, the work related to periodicals is separate from the rest of the library work. Effective service involving periodicals can be provided only by separating them from the rest of the library's collection.

The maintenance section performs a number of tasks on daily basis for concerned staff has to be responsible. Maintenance work which consists of:

- Shelving and Re-shelving;
- Keeping books and materials in order and maintaining cleanliness in the shelves and stack rooms;
- Supervision of the collection;
- Conservation and preservation of materials including repairs and binding;
- Stocktaking and weeding
- Security of library material



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## **MAINTENANCE OF PERIODICALS :**

Many large libraries, especially university and research libraries maintain a separate periodicals division. The periodicals division is the place where the information needed can be found in journals, magazines, newspapers and other serial literature. Usually, the open shelf system is adopted in this section. Readers have access to a wide range of magazines, newspapers and topics of relevant interest. Bound periodicals and back issues are arranged alphabetically by title in most of the libraries. Current issues are properly displayed on the display racks.


## **STOCK VERIFICATION :**

Stock verification is the systematic checking of the library's holdings for finding out missing items. It helps in restoration of misplaced or missing items, finding out torn or worn out items for repair or binding and provides an opportunity for cleaning and changing the arrangement of documents. Each library should conduct periodic inventories, that is, stock verification in order to have an up-to-date record of library holdings, concrete data on rate of loss and to assess strengths and weaknesses in the collection.

## **WEEDING :**

Weeding is a periodic or continual evaluation of resources intended to remove from the collection those items that are no longer useful. Weeding is the process of withdrawing documents from the shelves for discarding them permanently or transferring them to storage. It is an essential activity but unfortunately not much carried out in Indian libraries. It helps to allow space for new materials and also ensures easy access to the available collection.

Some of the criteria for weeding are physical condition of documents, unnecessary duplication, older or outdated editions, poor content, unused documents and unsuitable documents in the library. In the present times, if the library is automated, the computer system can aid in the weeding process.




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While considering weeding in a library, it should be kept in mind that every library is different; every library has unique priorities and problems. The disposal of the weeded out materials is usually a policy matter for higher authorities of the library to decide. Stock verification helps in the weeding process of the library material. The weeded materials may be sold, given away or destroyed.

### **SECURITY OF LIBRARY MATERIAL :**

Libraries are not always safe and secure places. Theft and mutilation of books and loose issues of periodicals is a widespread problem and can be damaging to the library collection. The maintenance work thus also includes the security aspect of library material. As periodicals are not bound when received in the library, there are frequent cases of loss of periodicals. The library staff therefore has to be very careful and vigilant in the periodical display room and in the stacks containing back issues of periodicals. The best way to provide security to the library material is to have a low priced photocopy service for the users in the library's reading room. This facility will help the users to immediately get a copy of the material found to be of use to them and save the library materials from getting lost or torn. The most widespread response to theft and mutilation of library material across the world has been the installation of electronic security systems.



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