


# The Catholic University of Eastern Africa

TITLE	AUTHOR
<b>PROCEDURE FOR STOCK TAKING OF INFORMATION RESOURCES</b>  CUEA/DVC ACD/LIB/ 11	<b>UNIVERSITY LIBRARIAN</b>
	NO. OF APPENDICES:
	<b>(NONE)</b>
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<b>NOTE:</b> <ol style="list-style-type: none"> <li>Write amendments on the page provided (Clause 0.2)</li> <li>Controlled copies of this document will be in the University Librarian and the DVC Academic Office</li> </ol>	

## 1. CONTENTS AND RECORD OF CHANGES

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## 0.2 RECORD OF CHANGES

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## 0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users.

### 1 Purpose:

To ensure effective, efficient, timely inventory control of library information resources.


### 2. Scope:

This procedure applies to all information resources in the custody of the university library

### 3 References:

- 3.1 ISO 9001:2008, Quality Management systems –Requirements**
- 3.3 Library work instruction manual
- 3.4 Library Policy Document
- 3.5 CUEA Quality Management Manual

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#### 4. Terms and Definitions

The terms contained in the CUEA quality Manual shall apply in addition to the following:

**4.1 Circulation** – The term “circulation” refers to the borrowing and returning of Library documents by Library patron.

**4.2 CUEA Library** - Catholic University of Eastern African Library.

**Stocktaking** – A regular process of taking stock of all Library documents/equipments.

#### 5 Principal responsibility:

The University Librarian shall have the ensure efficient implementation of this procedure.

#### 6. Method

- 6.1. Senior Library Staff Board in consultation with the Assets Officer and the internal auditor shall set the dates for stocktaking
- 6.2. Library staff shall shelf and shelf read all information resources
- 6.3. Circulation Librarian shall verify that the information resources are properly shelved for stock taking
  - 6.3.1. If the information resources are in order, Library staff shall do the stocktaking in accordance with Library Work Instructions Manual.
  - 6.3.2. If the information resources are not properly arranged Library staff shall co-ordinate rectification of the problem
- 6.4. The Circulation Librarian shall prepare a stock-take report on the information resources and forward it to the University Librarian
- 6.5. The University Librarian shall convene Senior Library Staff Board meeting to review the Stock-take Report, and make recommendations on the way forward
- 6.6. The University Librarian Shall ensure that the recommendations made by the Senior Library Board are implemented

#### 7. Appendices

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