



## STANDARD OPERATING PROCEDURE

<b>SOP CODE</b> <b>XLI-007-02</b>	<b>SOP TITLE</b> <b>STOCK TAKING AND WEEDING PROCEDURE</b>
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**PART 1**

<b>Author</b>  <hr/> <b>MS CYNTHIA FARRUGIA</b>  <b>ASSISTANT LIBRARIAN</b>	
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**PART 2**

<b>Approver</b>  <hr/> <b>MR KEVIN J. ELLUL</b>  <b>DIRECTOR LIBRARY SERVICES</b>	
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**PART 3**

<b>Authoriser</b>  <hr/> <b>MR SIMON SAMMUT</b>  <b>UNIVERSITY SECRETARY</b>	<b>Date of issue:</b>  <b>Date of next revision:</b>
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**PART 4 (To be filled in by OOTS, QSU or RSSD)**

<input type="checkbox"/> This procedure has been revised and is no longer valid as from:  (Write date)	<input type="checkbox"/> Date of NEXT REVISION is extended until:  (Max. 4 years)	<input type="checkbox"/> SOP rendered obsolete on:  (Write date)
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## 1. Reason for revision

- 1.1. SOP updated as per new UM template.
- 1.2. The Procedure for the stock taking exercise is amended as per point 6.2 – 6.4.

## 2. Purpose and scope

- 2.1 This procedure aims to portray the methods employed by the University of Malta (UM) Library to maintain a current and relevant academic collection for the ultimate benefit of the end-user.
- 2.2 A detailed explanation of the stock-taking exercise and withdrawal process is provided.

## 3. Definitions

- 3.1 ALMA: The Library Management System (LMS) implemented by the UM Library in July 2017.
- 3.2 LMS: Library Management System. This system is an integrated set of applications designed to perform the business and technical functions of a library, including acquisitions, cataloguing, circulation, and the provision of public access.
- 3.3 LSO: Library Support Officer
- 3.4 S/T: Stock-taking necessitates that different librarians check all publications on shelf against a list provided by the Library Management Software.
- 3.5 UM: University of Malta
- 3.6 Weeding: The process of removing library material permanently from the UM Library on campus and its branches. This process is essential to keep a relevant collection, thus ensuring that the collection continues to support the various course programmes offered by the UM.

## 4. Responsibilities

### 4.1 Roles and Responsibilities of the Head of the Reading Halls

- 4.1.1 The Head of Reading Halls is mainly responsible to plan, coordinate and administrate S/T to librarians.
- 4.1.2 The Head of Reading Halls is responsible for assigning tasks related to duties which have to be completed following the S/T exercise to other librarians forming part of the Reading Halls.
- 4.1.3 The Head is responsible for checking all the database amendments.
- 4.1.4 Once the Result Forms are finalised the Head of the Reading Hall is responsible for communicating observations with the Management.

## 5. Health and Safety requirements

- 5.1. N/A

## 6. Procedure

**6.1 Stock Taking procedure** Lists will be generated by ALMA Analytics and be exported in Excel format and listed according to shelfmark. Head of Reading Halls is to provide a printed list from ALMA Analytics with the corresponding shelfmark to the respective staff member responsible for that specific collection together with four different "Findings Lists"

1. Shelfmark/Spinelabels
2. Missing/Misplaced
3. Not on List
4. Other findings

### 6.2 Procedures to be followed

6.2.1 For efficient and effective results, the hereunder procedures need to be followed thoroughly:

6.2.1.1 Each member of staff is to carry out the stocktaking exercise individually for the shelving range allocated to them.

6.2.1.2 Stocktaking is to take place annually throughout the year and staff ranges are to be divided into four groups.

6.2.1.3 Stocktaking is to be carried out as follows:

Shelf ranges	Level	Months
1-33	2	July-September
34-51	3	October -December
51-68	3	January - March
69-92	3	April-June

### 6.3 Stocktaking Staff members should:

6.3.1 Ensure that the books are in the correct shelving order according to the shelf mark on the spine of each book.

6.3.2 Check books on shelves against the printed list. Discrepancies should be recorded as follows:

- Shelfmark/Spinelabels - Mark on the printed list if spine label and shelf mark on book plate/printed list do not match. Fill up the 'Shelfmark/Spinelabels' finding lists accordingly.
- Missing/Misplaced - Mark on the printed list if book is missing on shelf. If misplaced books of another section are found, they should be handed to the Head – Floor Librarian. Fill in the 'Missing/Misplaced' findings list accordingly. Before handing over the findings list to the Head of Reading Halls, the missing books should be rechecked with their respective shelves and if found, findings list should be amended accordingly.
- Not on list - Take note on the 'Not on list' findings list of books found on the shelves but not found on the printed list should be recorded on the 'Not on list' findings list.
- Other Findings - list should be filled in when finding other occurrences/discrepancies other than those listed above.

6.3.3 Findings lists should be handed to the Head of Reading Halls at the end of the stocktaking of each section.

### 6.4 Floor Librarians' Tasks:

6.4.1 Head of Reading Halls should check the books that are not listed on the list against ALMA so as to identify the reason why such items are not on the list and modify the records accordingly.

6.4.2 A Floor Librarian is to amend the shelf mark on the spine labels as per entry on the online catalogue.

6.4.3 When the spine labels are changed the books are to be shelved.

6.4.4 The missing books are to be checked also against other collections namely the Short Loans Collection, Short loan/Cab, Oversize Books, Pamphlet Boxes, Cabinet (Melitensia), Fine Arts, Windows of Shangai as these books might have been shelved incorrectly. The records should be changed where necessary.

6.4.5 The remaining missing books should be re-checked against their respective shelves. If still missing the Head of Reading halls must change the status of the missing books as 'Toggle Missing Status' so the Process type of the book would be changed to 'Missing'. A replacement copy is ordered.

6.4.6 Head of Reading Halls should fill in the attached 'Results Form' (Appendix 1) for each section and forward the results together with the list of missing books and other comments to the Library Management, every quarter when all the necessary amendments have been carried out after each stocktaking exercise.

## 6.5. Weeding and withdrawals

6.5.1 Weeding is the process of removing outdated physical items, being print publications and non-book items such as CDs, DVDs, microforms and electronic resources, with the aim of maintaining a vital and current collection. Before weeding items, a list of publications to be weeded is compiled and sent to the Library Management for approval.

6.5.2 The UM Library supports the idea of having feedback from academics before books are weeded out unless the book is not in a poor condition and might be replaced by a new copy ([UM Library Weeding Policy, 2020](#)).

6.5.3 Library Manager - Reader Services sends lists by email to the academics responsible of the section to be weeded. The academics have to mark on the lists the books which are to be removed.

6.5.4 A list of weeded items is drawn up by the staff of the Reading Halls and forwarded to the Library Management for approval by the Deputy Director or Director Library Services (Appendix 2). A weeding results form is sent to the library management with the final results of the weeding (Appendix 3).

6.5.5 Reading Halls staff may withdraw items if publications are in poor condition including:

- frayed or broken bindings
- yellow, brittle pages
- soiled covers and pages
- missing pages and illustrations
- heavily marked pages
- mutilation or damage

6.5.6 Books in poor condition must be withdrawn and replacement copies ordered in the same or, where available, in most recent edition. Books which are in bad physical condition but still of importance to the study programmes should be sent for binding (providing the binding cost will not exceed the purchase of a new copy). Dust jackets, even in poor condition, should not be removed.

6.5.7 In instances where books are declared lost by students a new copy is ordered; unless a copy of the book declared lost is provided by the student. New book orders are handled by the Circulation Staff.

6.5.8 Withdrawals of books declared lost by students are partially handled between the Head of Circulation and Head of the Reading Halls.

## 7. References

7.1 UM Library Weeding Policy, 2020 [Online], Available at <https://www.um.edu.mt/library/oar/handle/123456789/6186>

## 8. List of appendices/worksheets

8.1 Appendix 1: Result Form

8.2 Appendix 2: Weeding list

8.3 Appendix 3: Weeding results form

Appendix 1: Result Form



## STOCKTAKING RESULTS FORM

YEAR \_\_\_\_\_

Section \_\_\_\_\_

Total number of books \_\_\_\_\_

Results of Findings Criteria	TOTAL
Missing Books	
Books on loan	
Incorrect spine labels	
Misplaced	
Not on list	
Other findings	

Appendix 2: Weeding list

	Permanent Call Number	Loans	Last Loan Date	Barcode	Title	Author	Publication Date	Multiple Copies	Old Editions	Damaged	Never Borrowed		Reordered
											Copac	LOC	
1	HF5616.E8 O4 1981	3		137967	Accounting systems and practice in Europe.	Oldham, K. Michael	1981.			X			
2	HF5616.E83 L33	3		24126	Accounting in Europe.	Lafferty, Michael	1975.			X			
3	HF5616.G7 A63	0		136258	Accounting standards 1981 /		1981.	X					
4	HF5616.G7 A63	1		136259	Accounting standards 1981 /		1981.	X					
5	HF5616.G7 B52 1979	1		33722	Understanding company accounts.	Bird, Peter	1979.		X				
6	HF5616.G7 B52 1989	0		185414	Understanding company accounts /	Bird, Peter	1989.	X					
7	HF5616.U5 J37 1991	11		186742	Financial accounting standards : explanation and analysis /	Jarnagin, Bill D.	1991.			X			
8	HF5625 .A28	11		142470	Accounting theory : selected conceptual readings.		1981.			X			
9	HF5625 .A4	2	4/4/2016 3:32:00 pm	145829	Statement on accounting theory and theory acceptance /		1977.			X			
10	HF5625 .A88 1990	6		181462	Computer applications in accounting.		1990.	X					
11	HF5625 .B875	2		28194	A practice manual in accounting.	Butt, S.A.	1978.	X					
12	HF5625 .B875	5		28196	A practice manual in accounting.	Butt, S.A.	1978.	X					
13	HF5625 .B875	5		28197	A practice manual in accounting.	Butt, S.A.	1978.	X					
14	HF5625 .C36	0		24000	Schaum's outline of theory and problems of intermediate accounting /	Cashin, James A.	1975.	X					
15	HF5625 .C36	0		24001	Schaum's outline of theory and problems of intermediate accounting /	Cashin, James A.	1975.	X					
16	HF5625 .P357 1977	0		228141	Palmer's examination notebook for accountancy and secretarial students.	Woolf, Emile	1977.	X					



