

A REPORT ON

**THE CAUSES
OF
THE DAMAGE AND LOSS
OF THE BOOKS IN LIBRARY**

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PREFACE

In these recent years, the problem regarding to the loss and damage of library's book have come to be noticed. Many often students borrow books and return in damage condition and also someone return it library with bare hands saying that the book is lost. This will cause a problem i.e. the same edition of books may not be available to buy in market which hampers the knowledge of the students.

We all know that college itself is also responsible for the damage of some books due to lack of proper library management system and available of just small space for library. Recently the staffs of library are demanding for increasing the area of library along with the increase in number of book shells. This report is prepared to present the concerned department the cause of loss and damage of books and their solution.

ACKNOWLEDGEMENT

I would like to express my gratitude and appreciation to all those who gave me the possibility to complete this report. I am deeply grateful to principal of Kathmandu Engineering College for handling me this task.

I am deeply grateful to my parents for supporting me and taking care of me. I would like to thank my friends for helping me in collecting data. I am also thankful to the staff family of library for providing me with necessary data.

I am deeply grateful to those people who had given their valuable time and hope to get help in future. Finally but not least I am thankful to god for making everything possible.

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ABSTRACT

Kathmandu Engineering College is an Engineering college under Tribhuvan University. It is located at Kalimati, Kathmandu. Education in various faculties such as Computer, Civil etc are provided by this College. Library is the place where people can read and borrow books for extra knowledge. In Kathmandu Engineering College, library is located straight in front from back door. K.E.C has huge library with many staffs working on it. There is great importance of library in life of student so every school and college must possess a library.

This is a class report without provision of any budget. Library's records are used as the prime source of data. Field collection of data is not done due to limited amount of time. Since books, manual script etc helps to boost the knowledge of the student and these books now days are being returned in damaged condition or some might loss it. The possible cause for the damage and loss off books with the way to solve this problem is given.

INTRODUCTION

Library is the place to read and hire books. They are storage of books from different sectors so that the people generally students can get knowledge from the books present in the library. Along the books the library's collection may include newspapers, articles, manual script etc. The main purpose of library is to provide quiet areas for studying along with hiring expensive books that people may not afford by their budget.

According to one of the library staff of KEC there is provision of giving 1 library card and 1 reference card to each student. One library card is used to take semester books and need to return those books at the beginning of each semester and an reference library card is used to hire book of your own choice and must be returned within 15 days. ID card is used to borrow books and read in library and you cannot take books home with reference card.

Students are the future of the country. They need to have knowledge on every sector which is possible by reading different article or sharing their own experiences. Students are from different economical background so every student may not be able to buy each books of their interest so they hire books but due to the carelessness it is found that the books are lost and they return damaged books. This report examines the cause of the losses and damages of books in past 4 years and gives the solution for improvement.

METHOD

This research was conducted by observing the library's record and questioning the library staff of KEC. Almost all records on damaged books were analyzed properly but some small damaged that are barely noticeable are not taken into account. Records of the past 4 years are only taken into account. No personal information (i.e. names of the person to damage the books) was recorded.

RESULT

According to the observation the result was found that around 10-20 % of books are returned damaged each year. Books loss each year is few in number in comparison to damaged book. It can be clearly seen from the figure 1 and figure 2 that the books lost and books damaged each year haven't reduced.

DISCUSSION

It is difficult to check each and every page of books whether they are damaged or not so the data is not the accurate one. Generally the damage that is noticed at the time of taking book from students is recorded. So if the book is found damaged later then the staffs will be responsible and are not allowed to take any action against the student that returns the book.

Returning a book in damage condition has been a kind of problem to library staff as they cannot charge for the new book for slight damage which is one of the library policies. This causes the confusion whether to give those damage books to students or not as they might claim that the book was already damaged. The repairmen of books are not done in a good manner. Some books are damaged in library due to improper management system. It is estimated that around 10,000 rupees every year is spent for the repairmen and replacement of books.

It can be seen from the figure 1 that the books damaged in past 4 years and in year 2011 the number of books damaged was found to be 75 which is the highest lost of books in this past 4 years according to the record. Figure 2 show the number of books damaged in last 4 years and according to the graph in year 2012 the largest quantity of book in past 4 years i.e. 15 books were lost. Figure 3 shows the comparison between the number of books lost and number of books damaged and it is clearly seen that the number of books damaged is high rather than the number of books lost.

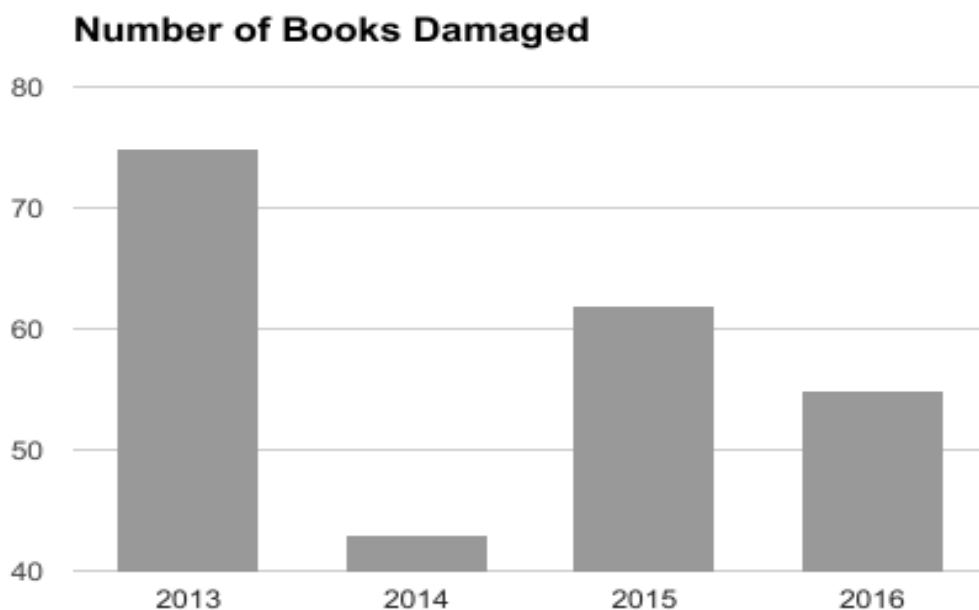


Figure 1 Number of books damaged in past 4 years

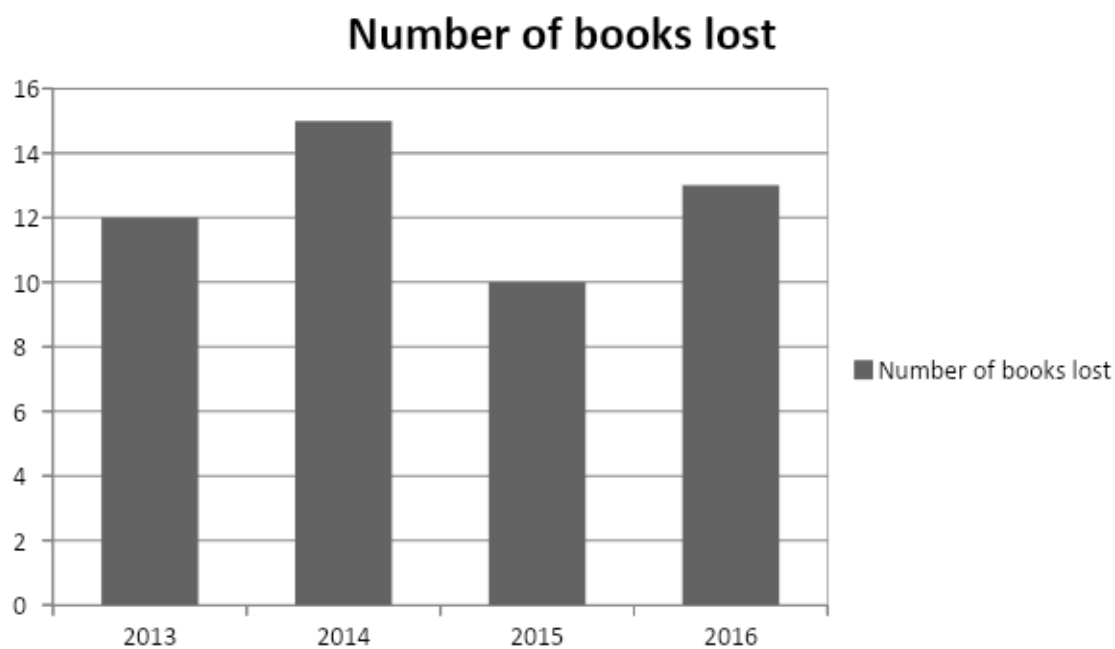


Figure 2 Number of books lost in past 4 years

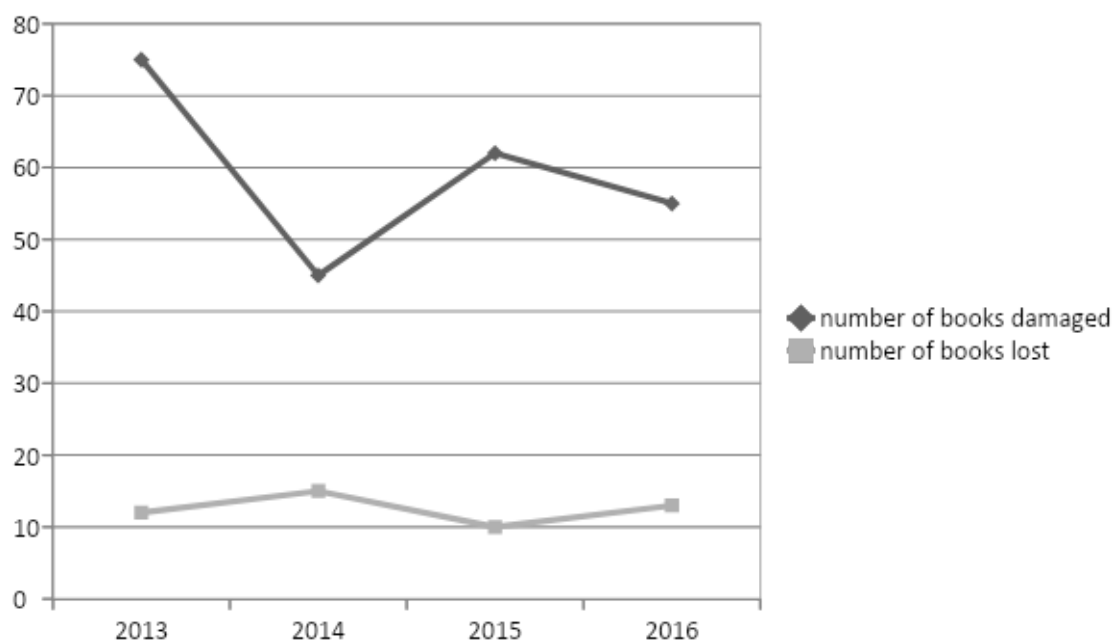


Figure 3 Number of books damaged vs. number of books lost in past 4 years

Causes of book loss and book damage:

- Lack of responsibility & due to carelessness of students.
- Improper management of books in library.
- Lack of space and book shell
- The way the book is made.
- Due to attack of micro – organism.
- Due to the misplacement of books by students.

CONCLUSION:

The loss of books and damage of books in the library of K.E.C is due to the many factors mentioned in the report, which includes the fault in management system of library and irresponsibleness of students.

RECOMMENDATION:

- Considering the continuous damage and loss of books every year in around same percentage and regarding the causes of this I have decided to recommend some points in this report that might help to reduce the cause of loss and damage books.
- If book is found damage then the student should replace it with new one that will maintain the quality of book in library along with make student more responsible.
- The area of the library should be increased and the numbers of the book shell are to be increased so that the books can be properly managed in the book shell.
- Half yearly library cleaning program should be conduct that will prevent book from getting damage from micro – organism.

APPENDIX:

Table 1: No of books damaged and loss, 2014 - 2017

Year	No of books damaged return by student	No of books damaged in library	Total no if books damaged	No of books loss
2011	69	6	75	12
2012	41	4	45	15
2013	59	3	62	10
2018	48	7	55	13

LIST OF REFERENCES:

DOL Book Record Statistics 2011/17

DOL Database

GLOSSARY:

DOL – Department Of Library

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