

Join Chunilal Gandhi Vidhyabhavan for
**3-DAY VIRTUAL NATIONAL LIBRARIAN DEVELOPMENT
PROGRAMME**



On

LIBRARY MANAGEMENT PROCESSES



Patron

Shri Kamlesh Yagnik,
Chairman
Sarvajanic Education Society,
Surat, Gujarat

Sep 28-30, 2020
11:30 AM-1:00 PM



Speaker

Dr. Akhtar Parvez,
University Librarian,
Maulana Azad National
Urdu University,
Hyderabad

- Registration is free. Registration on first come first serve basis
- Link for attending the sessions will be sent only to those who register at
<https://www.cgvidyabhavan.org/registration-2020>
- Last Date for Registration: September 27, 2020
- Feedback forms will be shared during the session
- e-Certificates will be issued to the participants who attend the National Virtual LDP for all the three days.

MAIN HIGHLIGHTS OF LDP

- Acquisition Policy of Books
- Record Retention Policy
- Stock Verification of Books

www.cgvidyabhavan.org

3-Day Virtual National Librarian Development Programme
on
Library Management Processes
Acquisition Policy, Record Retention & Stock Verification of
Library Books

Managing libraries in today's digital era is more complex and challenging than it was ever before. Acquisition of both, Print and Electronic resources, their Access and Preservation, Record Maintenance including the Stock Verification, etc. are some of the issues that need to be addressed for efficient library system.

Keeping the above concepts in mind, Chunilal Gandhi Vidyabhavan, SES has designed a unique programme covering the following important and essential aspects of librarianship:

- 1. Acquisition Policy:** The acquisition of library resources is an important aspect of every academic and public library. After the selection and delivery of books, the process of receiving and verification of books, accessioning, classification, data entry, etc. has to be done in the most efficient and professional manner. The webinar is expected to cover all such important aspects involved in the acquisition process of books..
- 2. Record Retention:** Efficient Record Management Practice is fundamental to every library. Library must follow a standard record retention schedule for maintaining its administrative records. Record Retention Policy will help librarians in taking informed decisions concerning retention schedule of different types of records.
- 3. Stock Verification:** Physical **Stock Verification** of library books is considered to be one of the most important processes of any academic library. The webinar is expected to cover the methodology of carrying out the verification, depreciation on books, report writing, writing-off of books, etc.

SES is committed to ensure that in such troubled times of COVID-19, the learning of professionals does not stop. Hence, keeping this commitment in mind, C. G. Vidyabhavn of Sarvajanic Education Society, Surat announces a 3-Day **Virtual National Librarian Development Programme (V-LDP)** during September 28-30, 2020. The proposed webinar is expected to enhance the skills and competencies of librarians for efficiently managing the library operations.