

Combined Services Circular: 02/2017

Ministry of Public Administration and Management,
Independence Square,
Colombo 07
04.05.2017

All Secretaries of Ministries,
Heads of Departments,
District Secretaries/ Divisional Secretaries and
Heads of Institutions

Action on Lost Library Materials

The Circular of Instructions No. 2004/ප්‍රස/01 dated 26.01.2004 issued by the National Libraries and Documentation Services Board with regard to the above matter has been issued as a Combined Services Circular under No. 01/2006 dated 13.03.2006.

02. Therefore, you are kindly requested to apply the circular No. 2004/ප්‍රස/01 (Revised in 2016) dated 22.12.2016 issued by National Libraries and Documentation Services Board revising the above circular, for the said purpose.

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C. B. Samudra

2017. 05. 17

Sgd./ K.V.P.M.J. Gamage
Director General of Combined Services

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National Library and Documentation Services Board

Circular 2004 /LD/1 (Amended 2016)

National Library and Documentation Services Board

14, Independence Avenue

Colombo 07

22.12.2016

To : All Secretaries of Ministries,
Chief Secretaries and Heads of Departments of Provincial Councils,
All Heads of Central Government Departments,
Chairman of Statutory Boards and Corporations,
Heads of Statutory Institutions,
Heads of Local Government Institutions,
Secretaries to Governors of Provincial Councils,
Secretaries of Provincial Public Service Commissions,
Government Agents and District Secretaries,
Heads of all Government owned Companies and
Department of Auditor General

Action on lost library materials

1. Library materials

Written, printed audio-visual and electronic media acquired by libraries for the use of readers are considered as library materials. These library materials are treated as current assets due to their fragile nature and tendency to break and tear in the course of regular use.

1.1 Lost Library material

A certain amount of library materials used by readers is lost or damaged beyond repair due to various reasons. The following procedure could be applied when taking action on the items lost. If library materials issued to readers / staff as loans were lost, such items will not be considered in this context.

2. Library Advisory Committee

There should be a library advisory committee for each library. This committee could take action on lost library materials. However, a sub-committee could be appointed only for this purpose. This committee should consist of following members.

- Head of Institute/sub head (Committee Chairman)
- Two divisional heads nominated by the head of Institute.
- A librarian who works in other institution.
- Two readers of the library with appreciable level of education. (these two readers may be selected either on the discretion of the head of Institute or according to the recommendation of the Readers Society if any, attached to the Library)
- Librarian (Committee Secretary)

The committee is vested with the main responsibility for submission of recommendations on action to be taken on lost library materials as per the provision stated herein.

3. Conducting stock verification

- 3.1 Stock verification should compulsorily be conducted annually. For this purpose the head of the Institution should appoint a Board of Survey in which the librarian of that library or the officer-in charge, of the library is also a member. The report submitted by the Board of Survey should be recommended by library advisory committee and implemented by the authority within three months.
- 3.2 Further the same procedure should be followed as indicated in section 3.1, three months prior to/ transfer or retirement of a person responsible for library materials and new librarian/ person responsible for library material accept duties of library.
- 3.3 The stock verification of large libraries, where there are library materials exceeding three hundred thousand and having large number of readers or which are open daily for the readers should be carried out section-wise. The stock verification in each section should be carried out by the Board of Survey throughout the year. The number of lost library materials in such libraries should be identified once in two years compulsorily.

4. Proposed action on lost library materials

4.1 Writing off from the Accession Register treating as normal losses:

A maximum of 25% of the total value of library materials found to lost at the stock verification, could be written-off annually from the Accession Register on the recommendations of the library advisory committee and the approval of the head of institution. The library advisory committee is vested with the responsibility of determining the library materials related to the 25% that are to be written-off.

With the recommendations of the library advisory committee, approval of the head of institution or relevant authority or the Board of Directors / Council could be granted to write-off the balance 75% or part of it, if the following reasons exist, which could be identified as reasons beyond the control of the librarian and the staff.

- 4.1.1 The Library building has not been designed following proper standards.
- 4.1.2 Existing staff vacancies in the relevant period obstructed successful maintenance of library services
- 4.1.3 Inadequacy of staff in relation to the number of readers.
- 4.1.4 Inadequacy of staff as per number of library materials and library services.
- 4.1.5 Lack of proper security system / program.
- 4.1.6 Necessary steps have not been taken by the authority for conducting annual stock verification.
- 4.1.7 Destruction of library materials due to natural causes and hazards.
- 4.1.8 Any other reasons which are beyond the control of the librarian and the staff.


4.2 Recovery of value

The value of lost library materials should be recovered on the recommendation of the library advisory committee after identifying the officers responsible for lost materials and taking the following facts indicated from 4.3.1 to 4.3.13 below into consideration. If the person / persons responsible could not be identified, the responsibility goes to the entire staff of the library. When recovery of the value in such instances, suitable ratio should be determined by the library advisory committee, according to their salary scales. In the absence of a professional librarian, the supervising officer in the library is responsible for the library materials. Relevant parties must be given the opportunity to appeal with regard to value recovery.

4.3 Factors to be considered for recovery of value in lost library materials.

- 4.3.1 Non-application of approved library standards.
- 4.3.2 Non-planning of the interior of the library to suit the place / building.
- 4.3.3 Library materials are not organized properly.
- 4.3.4 Not maintaining the Accession Register in a proper way.
- 4.3.5 Absence of a proper supervising programme for each section.
- 4.3.6 Not following rules and regulations and policies related to issue and use of library materials.
- 4.3.7 Absence of a formal weeding policy.
- 4.3.8 Non-creation of awareness among readers on library on library resources and services through user education programs.
- 4.3.9 Non-acting of the library staff with collective responsibility.
- 4.3.10 Non-application of other ways and means which should be adopted to prevent loss of library materials.
- 4.3.11 Non-application of relevant procedures to conduct stock verification properly.
- 4.3.12 Action taken on the safety of library materials being unsatisfactory.
- 4.3.13 Any other reasons considered as being reasonable by the library advisory committee.


W. Sunil
Director General


Dr. W. A. Abeyasinghe
Chairman