CHAPTER 1

INTRODUCTION

1.1. Introduction

The principal objective of security management is to protect the assets of the organization and plan adequate measures to create secure environment. Security is an important factor of all organizations to carry day to day function smoothly. The aim of security is to prevent loss from any type of threat. It outcomes that are necessary to achieve a balanced and risk managed approach to security that enables all business to function effectively, safely and securely. All departments, institutions, organizations and financial issues are responsible for protecting their assets, personnel and physical security according to their rules and as appropriate to their business needs and circumstance. Public places and institutions are best placed to assess the risks they face, and must develop their own security policies to prevent their asset.

The library is especially essential central part of every academic institutions like heart of human body. Libraries support educational programme of learning, teaching and research in educational organization. Strong central libraries of academic institutions have also given great support to implement and develop effective academic sense in its user. According to Radhakrishnan, Chairman of University Education Commission 1948, “Library is heart of all educational works.” University and college libraries are considered as central organ of all academic activities. Libraries are integral part of the college to carrying and achieving its aim and objectives. Libraries are helping directly or indirectly to each and every education and research works. Scientific research needs a library as well as its laboratories.” Providing right information to the right person at the right time through the right channel is the main aim of every library. Library is an institution of knowledge acquisition, preservation and dissemination. Libraries are providing valuable service to its users, patrons and community.

Library reading material is constantly needed security because of damage of library material by environment, atmospheric hazards, natural threats, user and staff behavior etc. Library management has used various strategy for security of library
property, staff and user. It attempts to provide some remedies and suggestions to face security related problems. Many studies are urged to physical security like building, furniture, equipment, collection and also appeal to provide staff and user security.

Library are facing various security related problems like aggravated assaults, simple assaults, robbery, theft, harassment, delinquent activities, pickpockets, which are committed by staff or user. Traditionally libraries are using locking, book bindings, closed circulation, property counter etc to provide safety for library material. Libraries have applied various restriction and rules for security purpose.

Library has windows for sunlight and air. Library materials can be dropped to the ground when widows are opened and picked up later. A single unsecured window can mean the loss of thousands of items. Emergency exits are also a weak point. Many libraries are using security equipments, but these equipments are not in working order because they are not tested at regular intervals and most are not located at proper place. Libraries are also found illegal after hour’s entry. Ground floor windows without grills, doors with breakable glass, removable hinge pins and without deadbolt locks are common. Fire and smoke detectors are often placed so low that they can be disconnected, broken or set off. Settings of smoke detectors often are not properly maintained, so that a person blowing cigarette smoke can set them off. Rare collection or secretions are often kept unstaffed and unlocked. The key is usually available to a large number of people. Most of big rooms are equipped only with a single fire extinguisher, which staff may not be trained for how to use. There are crimes against the library collection, such as theft of books and materials or vandalism of the collection, equipment, furniture and building. There are crimes against the physical structure, collection and equipment of the library; this can include loss of the building, damage of library collection and equipments.

Libraries have incurred huge amount on reading material therefore security is more important issue. Today different type of advanced security technologies and systems are available in market; these are RFID, alarm, biometrics, sensor, 3M technology, magnetic tackle tape, web cameras etc. security prevention is the best policy for avoiding of loss and damage. Complete security is not possible at every field or every organization but efforts are needed to determine crime and reduce its risks for secure their core collection; care must be taken in freedom or open access libraries.
1.2. Statement of Problem

“Security Audit of College Libraries Affiliated To Dr.Babasaheb Ambedkar Marathwada University, Aurangabad”

Research problem is to find that the implemented security systems, security measures, delinquent activities and vulnerable incidents held in college libraries affiliated to Dr.Babasaheb Ambedkar Marathwada University and how much libraries are manage security successfully and got safety in library premises.

1.3. Significance of the Study

The present study is probably the first attempt of such a type of study. This study is a security audit of college libraries affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. College library security related problems such as loss, vulnerabilities, regular security inventories, etc are cause to select the problem. The topic has been raised by several library problems like inventories, stock verifications, loss, theft, misplacement etc. The study has tried to identify the problems, find out adopted security systems, security measures used by academic libraries, weakness in security and discover how college librarians deal with them. The study has provides security check list and measures to recognize and implement it in the libraries. Many examples are found in literature regarding loss of libraries due to different reasons and hazards on international, national and local level. Hence, the study of college libraries security preparedness, implemented measures, held events is essential.

Library administrators should identify the collection need of security broadly. Prevention of library material from theft, mutilation, misplacement, loss, missing, fire, flood and vandalism is important. This is the area which has been most widely ignored.

A library should not limit its approach to the physical protection of assets through such means as locks and keys, access control, building, avoiding barriers. Security audits of several public and academic libraries have revealed numerous architectural elements, policies, security measures, but that have limitations and they have stress on usefulness of the electronic security system in those libraries. Present
study has been endeavoring to study the vulnerabilities, loss, reasons of loss etc. in college libraries in particular university region.

Now a day’s various problems were held in public places such as shooting in school at Pakistan, fire in legislative assembly of Government of Maharashtra, fire in school, building structure collapse in Andhara and 120 children’s died in this incident, hence the present study is undertaken to find out threats and give suggestions regarding security issues. Libraries can develop their own security policies from this study.

Risk of terrorist attack is also a anxious and at that time how to face situation, how to manage threats. It is not possible without security education, guidelines and equipments. Study is also aiming to find out missed, lost and damaged items. Various libraries are missed or lost their rare collection. Every library needs policies, procedures, rules and regulations for dealing with safety and security concerns. Proper implementation of plan and procedures can make a significant effect of safety and security. As such a type study has not undertaken by any research so far. Therefore, this is an important to work on implementation of security in college libraries affiliated to Dr.BAMU, Aurangabad.

1.3.1. Maslow’s Need Theory

Present study is considered Abraham Maslow’s theory of a pyramid shaped hierarchy. It consist physiological needs, personal safety (security), social affiliation; self-esteem and self-actualization. It reflects in each and every institution need of safety (Security) with establishment, social responsibilities and esteem by quality services and actualization of institution by constant services. It means after the establishment of institution just next issue is security of its asset, user and employee.

1.4. Definitions

1.4.1. Security

Simply security/safety means freedom from danger, protection from unauthorized access, loss avoidance, damage prevention, reduction of long-term threat created by improper environmental conditions.
Security means “the state of being or feeling secure; freedom from fear, anxiety, danger, doubt etc; state or sense of safety, tranquility, certainty etc; protection; safeguard. 3.a. protection or defense against attack, interference, espionage etc. b. protection or defense against escape c. procedures to provide such protection or defense. 4.an organization or department whose task is protection or safety, esp. a private police force hired to patrol or guard a building, park, or other area. 5.something given as a pledge of repayment, fulfillment of a promise etc. b. a person who agrees to make good the failure of another to pay, perform a duty etc.; surety. 6. Any evidence of debt or ownership; a stock certificate or bond. (Agnes, Michael 2007)

As per the Webster's Unabridged Dictionary security means SECURITY

i) The condition or quality of being secure; specifically: (a) Freedom from apprehension, anxiety, or care; confidence of power of safety; hence, assurance; certainty; (b) Carelessness; negligence; heedlessness; (c) Freedom from risk; safety. (Give up yourself merely to chance and hazard, From firm security).

ii) That which secures or makes safe; protection; guard; defense- Specifically: (a) Something given, deposited, or pledged, to make certain the fulfillment of an obligation, the performance of a contract, the payment of a debt, or the like; surety; pledge. (Those who lent him money lent it on no security but his bare word.); (b) One who becomes surety for another, or engages himself for the performance of another's obligation.

iii) An evidence of debt or of property, as a bond, a certificate of stock etc.; as, government securities.

As regards to library security means to adequate protection of the acquisition, organization and distribution of resources (human, physical, monetary) for historical and cultural information of enduring value and access for present and future generations.

Present study find out security needs, plans, inventories, problems in their different areas such as stack, processing, reading, exhibit and office staff areas and give some implications of college libraries to increase maximum security.
1.4.2. Audit

Audit means an official examination of the accounts or records of an individual, company, organization, or institution to determine if they are correct. Audit conducts such an examination, usually on a regular basis. [http://dictionary.reference.com/browse/audit](http://dictionary.reference.com/browse/audit)

1.4.3. College

College is an educational institute which teaches education to undergraduate and postgraduate students and professional education diplomas and degrees with the help of various teaching aids and faculty to improve all round development of personality of the students admitted in the college.

“An institution of higher education usually offering only a curriculum in a Liberal degree”.

“A major division of a university usually division of Arts and Science especially one required for admission to study beyond the completion of secondary education.” (C.V. Good, 1959)

1.4.4 College Libraries

Libraries are constituted by the educational authorities in the campus of college to fulfill the information needs of students and faculty related to their subject by providing reading material like books, journals, non book materials etc. and services regarding curriculum.

“A Library which is forming an integral part of a college, organized and administrated to meet the needs of its students and faculty.” (Parmar P.P. et. al., 1989)

1.5. Security Aspect

Different studies revealed many portions of security as per their concern. Present study has set main seven parts like general security, building security, access control, collection security, equipment security, staff and user security and emergency/disaster security. Along of these main parts and its aspects sub parts have also explained at proper place. These are also provided in detail as follows.
1.5.1. **General Security**: General security refers to the provision of a set of roles, policies, governance and responsibilities and practices for security. Libraries should design a concise strategy with plans that articulate the vision and direction for security and risk management. Inventories should undertake to identify risk at various levels. Regular risk assessment of collection involves compiling detailed information about library assets in terms of types and value of collections, identifying threats, vulnerabilities, possible risk situations and estimating the cost of loss. This would show serious commitment to identify collection security problems and implement programmes to moderate it. This should be followed by identifying what should be done to reduce risk, monitoring, revising and evaluating the risk process. This stresses the need for library and collection managers to document, maintain, review and update risk policies and procedures as well as prepare reports via newsletters, interactive web pages or other in house publications to publicize collection security initiatives and create awareness amongst employees and users.

1.5.2 **Building Security**: The physical security measures should begin with the physical architecture of the building or management of space where collections stored, controlling building entrances and exits. This system will help prevent unauthorized removal of collections and feasible monitoring and detection of user traffic in general reading and reference rooms, as well as shelves areas. Building security also needed to resist natural and manmade hazards.

1.5.3 **Access Control**: It required identifications to user access of general as well as rare and special collections areas; and scheduling patrol of security staff within building area all time.

1.5.4 **Collection Security**: Collection security is involved in accessioning and marking items to establish ownership, maintaining an inventory list which can be used to identify missing or misplaced or lost items and to facilitate backups and recovery processes. The circulation department, which shelves and stores items for quick and easy inspection by users, creates manual or computer systems to record and track the use of the collections, access control, undertaking stock verification and inventory, report of delinquent borrowings. The special collections, which involve preserving and conserving collections, controlling and monitoring access, proper inspection of the collection before and after use and providing insurance coverage for valuable collections.

1.5.5 **Equipment/ Furniture Security**: Good and valuable equipments for day to day working is also an asset of library. It would be care and maintain by library for
proper use. Such types of equipments are office equipment, binding equipment, now a day libraries are using computer is also equipments for staff and user. Therefore equipments required regular repair and maintenance and verification to prevent form loss.

1.5.6. Staff / Patrons/ Visitors/ Personals Security: User and staffs’ attitudes and awareness toward the importance of protecting collections and library property. Awareness is an unseen element but is demonstrated through perceptions; such as staff’s attitudes about the importance of security policies and processes; their awareness of security breaches. This point involves the human or people aspects for security. It also deals with staff being trained, retrained and made aware of policies and procedures on collection security management processes. It stipulates the need to determine collection security roles and responsibilities in libraries to handle supervise and monitor security related issues. Staff training programmes will help them to handle security incidences, prepare reliable and useful reports. The physical environment refers to the safety and security of the library premises which holds the collections. Advance technical equipments can be apply in library for maintaining security.

1.5.7. Emergency Security/ Disaster Preparedness: Emergency and disaster security measures consists two parts natural disaster and manmade or technological hazards.

Natural disasters are floods, earthquake, cyclones, volcanic activity, mold or mildew, dust storms, drought or limited water conditions, tornados, typhoons, very high speed winds, high water level, wide range or forest fire, or high warning level for them, wide range insect or rodent infestation, smoke or other extreme pollution etc.

Technological hazards are loss of equipment, loss of emergency response services, loss of driving access of the property, building/ structural collapse, explosion, arranged/ structural fire, chemical contamination, leak or spill of fuel or chemical.

Manmade hazards are terrorism, wars, accidents, fires, bomb blasts, biological hazards, chemical hazards etc.
1.6. Objectives of Research

Objectives of present study are:

1. To study managerial security system adopted by college libraries;
2. To know which security prevention measures are implemented for security by college libraries;
3. To find out how college library deals with persisted problem of security;
4. To find out weakness in security practices and measures;
5. To give some suggestions and measures to minimize loss of library material.

1.7. Hypotheses

Present study formulated following hypotheses:

1. Traditional routine security measures are used by college libraries.
2. Very few Librarians interested in open access to resources due to library security.
3. Generally libraries are using stamping, locking etc. for security of reading material.
4. College libraries don’t have security check list in written form.
5. College libraries have disaster management cell and library committee to handle the event, if raised.

1.8. Scope and Limitations
1.8.1. Scope

The researcher has undertaken only Arts, Commerce and Science (ACS) colleges affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. This University covers four districts: Aurangabad, Jalna, Beed, Osmanabad. Total all streams affiliated colleges are 414. Out of 414 affiliated colleges 209 colleges are Arts, Commerce and Science.
District wise established Arts, Commerce & Science colleges are as follows:

Table No. 1.1 Affiliated Arts, Commerce and Science colleges to BAMU

<table>
<thead>
<tr>
<th>Affiliated College</th>
<th>Aurangabad</th>
<th>Jalna</th>
<th>Beed</th>
<th>Osmanabad</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts, Commerce and Science Colleges</td>
<td>73</td>
<td>38</td>
<td>69</td>
<td>29</td>
<td>209</td>
</tr>
</tbody>
</table>

Arts, Commerce and Science affiliated colleges of Dr.BAMU is 209. Aurangabad District has 73 ACS colleges, Jalna has 37 ACS colleges, Beed has 68 ACS colleges and Osmanabad has 29 ACS colleges. Maximum ACS colleges are established in Aurangabad district. (www.bamu.net 2013)

Out of 209 colleges 108 colleges are private aided and 101 colleges non-aided (non-granted). Following table shows detailed district wise private aided Arts, Commerce & Science colleges.

Table No.1.2 District wise private aided colleges

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Districts</th>
<th>Colleges</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Aurangabad</td>
<td>37</td>
</tr>
<tr>
<td>02</td>
<td>Jalna</td>
<td>14</td>
</tr>
<tr>
<td>03</td>
<td>Beed</td>
<td>37</td>
</tr>
<tr>
<td>04</td>
<td>Osmanabad</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>108</strong></td>
<td></td>
</tr>
</tbody>
</table>

The present study has taken last 5 years (2007-08 to 2011-12) duration to find out the data related to security process and inventories of college libraries to secure library material. Meanwhile period is extended for study, therefore study covers 7 year duration (2007-08 to 2013-14). All 108 colleges are selected as sample for collection of data. (jdheaurangabad.org.in and www.bamu.net 2013)
1.8.2. Limitation for Study

There are 414 all subject colleges affiliated to Dr. BAMU, out of these colleges only private aided 108 Arts, Commerce and Science Colleges are covered in this study. Limitations of the study are literature availability, response of librarian, time, and manpower and finance source for study.

1.8.3. Security Audit Limitations

Present study considers security measures part and partially from available sources these are GFR-2005- General Financial Rule 2005, Government of India resolution for financial matter, Bureau of Indian Standards. (1998). ISI14489- Code of Practice On Occupational Safety and Health Audit, National Assessment and Accreditation Centre (NAAC) guidelines (SSR), University rules and regulations, American Library Association (ALA) Guidelines for the Security of Rare Books, Manuscripts, and Other Special Collections, American College and Research Libraries (ACRL) Guidelines Regarding Thefts in Libraries, etc.

1.9. Research Methodology

There are several research methods. These are descriptive, future research, historical research etc. The Descriptive method is used for the present research. The researcher has determined to apply survey method to collect data from private aided Arts, Commerce and Science college libraries affiliated to Dr.BAMU.

1.10. Data Collection

Data is collected by structured questionnaire and it was distributed to the college librarians to collect the response or data. Initially researcher was sent questionnaire by post to all selected 108 college libraries and requested to return the questionnaire within 15 days. Out of 108 sample libraries 51 responses received from different college librarians. The researcher visited some college libraries personally and collected 30 questionnaires. Researcher had also made phone calls, e-mail etc to some libraries and collected the questionnaires. Three questionnaires are received by email. Total 84 (77.77%) questionnaires received from respondents. Along with the questionnaire researcher take place the non planned visit to college libraries for
observation and collection of questionnaire. The collected data through questionnaires has been analyzed in tabular as well as graphical form, taking into consideration in the objectives stated.

The researcher visited the following institutions for referring documentary sources on library security.

1. Rashtrasant Tukdoji Maharaj University, Nagpur
2. Shivaji University Library, Kolhapur
3. Sant Gadge Baba Amravati University Library, Amravati
4. INFLIBNET centre Ahmadabad.

The data is also collected from annual report of BAMU Aurangabad. The researcher also visited a number of relevant websites on internet.

1.10.1. **Design of Questionnaire**

Questions also covered all measures and aspects of library security. Many questions were closed ended and some were open-ended and required detailed responses about the present situation of library security on all aspects. Collected information from literature review is arranged section wise and divided in seven major security related parts.

1.10.2. **Questionnaire for Librarians**

The questionnaire have divided into eight parts

Questionnaire is formulation as per the objectives of study to collect the facts. Questionnaire is attached in Appendix –A. It is divided in major seven sections apart from demographical information. Questionnaire is included 101 question in major seven parts and 8 questions in demographic information with sub questions.

**Demographical information:** Part one General Information is covered basic information about colleges and libraries like rural or urban area, NAAC accreditation, collection etc.

**Section I:** General Security covers 1 to 20 questions with sub questions related to security measures, policy, security systems, rules regulations, stock taking or inventory etc.
Section II: Building security includes 20 questions with sub questions about building, doors, windows, grills, building structure durability to resist hazards etc illegal incidents and most critical issues in college library consists two questions.

Section III: Access control has included six questions based on restricted area, identity cards, surveillance, alarm systems, guards etc.

Section IV: Collection security has framed with 13 questions on collection arrangement, marking, stock verification, loss, circulation system, theft, mutilation, withdraw policy, recovery system etc.

Section V: Equipment and furniture part covered 7 questions on security of equipment loss, theft etc.

Section VI: As regards staff/ patron/ personnel security 16 questions were mentioned on staff training, delinquent activities, behavior, drills, security personnel, guard etc.

Section VII: On emergency security / disaster preparedness 12 questions were taking about first aid, emergency exit, fire extinguisher, flammable chemicals etc.

1.11. Data Analysis

Present study is used descriptive method for analysis of data. The collected data from respondents is analyzed with help of percentage, means, average and its values are calculated. Librarians’ experiences, their problems related to security issue reviewed from various relevant studies available in the literature before and during research, it mentioned at appropriate place in chapters. The collected data is interpreted by using of tables, charts, maps and drawings. Microsoft Excel is used for analysis of data. All observations are explained with collected data. All observations uncovered in questionnaire are analysis in chapter fourth.

1.12. Audit

Special security audit and inventory plan is not prepared or provided by any organization or agency in India for colleges or college libraries. But some inventory provisions are made in Government regulations for counting and withdrawal of
equipments and physical assets not for security. Physical verification of asset is the process of finding loss and damage of equipment and property.

The audit in present study was conducted in accordance with points and issues covered in rules and regulations of Government of India, Government of Maharashtra, UGC, NAAC, University, standard and organizations guidelines etc for the practice of auditing plan.

The Government policy and regulation defines security as “the assurance that information, assets and services are protected against compromise and individuals are protected against workplace violence.”

One aspect of deciding which measures will be audited is whether the cost of securing a specific measure is greater than the cost of recovering from a loss resulting from leaving it unsecured. Where a specific security measure is not implemented, the library should provide written justification of its exclusion to the auditor. This informs the auditor of the parameters of the audit. While the auditor may suggest reasons for implementing such a measure, the library is the ultimate arbiter of what risks it is willing to accept.

1.12.1. Why the Audit

The Audit of the security was identified the risks, threats and dealt problems in college libraries from 2008–2014. Audit can detect threats regarding security and calculate the loss. It can also suggest removing the past errors and improving good fearless environment. Qualitative or quantitative information, records or statements of fact, which is based on observation, measurement or test and which can be verified through audit.

The audit typically applies to, but is not limited to a safety system or elements thereof and is applicable to process, products, or to services. Such audits are often called ‘safety system audit’, ‘process safety audit’, ‘product safely audit’, ‘service safety audit’.

Days after a massive fire gutted top floors of the Maharashtra Secretariat Building, Chief Minister Prithviraj Chavan that day announced, there will be a fire audit of all government buildings. Cause of this to avoid future loss. Times of India (June 25, 2012). He asked “Efforts would also be made to achieve paperless offices” present study also suggested the digitization of library.

He added no one will be allowed entry to fourth, fifth and sixth floors as of now, it means access restriction for some time. Chavan said work on reconstruction of files damaged in fire and restoring data from hard disks is started. They followed repair and maintenance measures. They started audit for loss and damage at first day
"Almost 90 per cent of the around 2,000 computers in assembly (Mantralaya) were damaged in the blaze," he said.

Sai Sansthan also started security audit after some disasters held in some temples and pilgrimage places for safety of temple and reduce the risk. Times of India.

1.12.2. Audit/ Security Audit Mechanism for College Libraries

Audit process begins with gathering information of existing policies, security measures, security problems of libraries and through the rules and regulations established by Indian Government and related bodies for colleges and universities in India. It is not fulfill the need of research, but researcher collected points, measures, guidelines from various Government and organizations guidelines and regulations etc.

Not only government but also any other agency not framed guidelines or rules of security for particularly academic libraries in India. But today’s globally free and highly technological surroundings effect requires guidelines for security audit of social public organizations. On international platform there are many guidelines and rules framed by their Governments and related organization administration and authorities. These are ALA, ACRL, guidelines, surveys organized by British National Library, Nagiran Library, and study of Library of Congress etc.

1.13. Library Security Assessment Instruments/Tools

Following institutions and organizations guidelines and indicators are used as tool for preparing study. These discovered measures pursued in this present study.


All of these may be evaluated in asset security audit. Not all of them, and not all of the measures described within each area, are appropriate in every environment. In addition, as mentioned previously, the library must decide what its acceptable level of risk is as per GFR 2005 loss or missing of 5 books acceptable from 1000 circulation in the year. By doing so, the library can determine the scope of its own audit.

It outcomes that are necessary to achieve a proportionate and risk managed approach to security that enables government business to function effectively, safely and securely. Government departments, institutions, organizations and financial issues are responsible for protecting their assets, personnel and physical security according to these rules and as appropriate to their business needs and circumstance. Departments and Agencies are best placed to assess the risks they face, and must develop their own security policies in line with this framework.

It also covers General Principles relating to expenditure and payment of money, definitions and losses, budget formulation and implementation, Government accounts, works, procurement of goods and services, inventory management, grants-in-aid and loans, budgeting and accounting for externally aided projects, Government guarantees, instructions for regulating the enforcement of responsibility for losses etc. procedure for the preparation of detailed estimates of receipts, rules regulating the to purchase of stationery and assets, accession register, notice to borrower about the due date for repayment of loan and interest thereon, register of fixed assets, stock register of consumables such as stationery, chemicals, spare parts, register of assets of historical / artistic value etc. It also shows inventory guidelines for auditing. These are considered in present study.

**Rule 197.** Shows that modes of disposal : it also guides how to dispose the unused goods purchased under Government finance.

**Rule 276.** Indicated that notwithstanding anything contained in Rule 275, security need not be furnished in cases of -

(a) Government servants who are entrusted with the custody of stores, which in the opinion of the competent authority are not considerable.

(b) Government servants, who are entrusted with the custody of office furniture, stationery and other articles required for office management, if the Head of Office is satisfied about the safeguards against loss through pilferage.
(c) Librarian and Library Staff.


GFR also provides 15 columns book accession register format, it covered information from purchase to withdraw in FORM GFR 35. Government of India. (2005) P.-263

Proper entries should be maintained in stock register, which did received by officer. Appropriate stock register should be maintained in each and every office.

**Rule 192 Available for Physical Verification of Fixed Asset:**

1. **Physical Verification of Fixed Assets:** The inventory for fixed assets shall ordinarily be maintained at site. Fixed assets should be verified at least once in a year and the outcome of the verification recorded in the corresponding register. Discrepancies, if any, shall be promptly investigated and brought to account.

2. **Verification of Consumables:** A physical verification of all the consumable goods and materials should be undertaken at least once in a year and discrepancies, if any, should be recorded in the stock register for appropriate action by the competent authority.

3. **Procedure for Verification**

   (i) Verification shall always be made in the presence of the officer, responsible for the custody of the inventory being verified.

   (ii) A certificate of verification along with the findings shall be recorded in the stock register.

   (iii) Discrepancies, including shortages, damages and unserviceable goods, if any, identified during verification, shall immediately be brought to the notice of the competent authority for taking appropriate action in accordance with provision given in **Rule 33 to 38.** Government of India (2005). p-73

**Rule 194. Given for Physical Verifications of Library Books**

(i) Complete physical verification of books should be done every year in case of libraries having not more than twenty thousand volumes. For libraries having
more than twenty thousand volumes and up to fifty thousand volumes, such verification should be done at least once in three years. Sample physical verification at intervals of not more than three years should be done in case of libraries having more than fifty thousand volumes. In case such a verification reveals unusual or unreasonable shortages, complete verification shall be done.

(ii) Loss of five volumes per one thousand volumes of books issued / consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.

Proper Stock Disposal Register. - The Treasurer shall enter all securities returned or sold by him in a register in Form 3. Returns shall also be entered in register, where the amount returned will be deducted from the capital of the endowment concerned. (P.-180). format of register is given on page no. 186.


Purpose of the security audit is to identify the areas for improvement or corrective action. An audit should not be confused with ‘Periodic Safety Inspection’ activities performed by plant personnel for the purpose of checking effectiveness of implementation of Safety System.

Bureau of Indian Standards has published “Code of Practice on Occupational Safety and Health Audit IS 14489: 1998.” This Indian Standard has been given a guideline to audit safety aspects in the industrial and other units of concern. While formulating this standard, utmost care has been taken to cover all the possible elements relating to safety. A separate checklist giving questionnaires of safety audit has been included. However, it may be reviewed from time to time for inclusion of newer elements which would be necessary due to the reasons intended.

The audit typically applies to, but is not limited to a safety system or elements thereof, and is applicable to process, products, or to services. Such audits are often
called ‘safety system audit’, ‘process safety audit’, ‘product safety audit’, ‘service safety audit’.

There are two types of audits, external and internal. External audits are those carried out by agencies external to the audited organization. Internal audits are those carried out by the employees designated by the management for this purpose. Such employees may be selected preferably from amongst not having direct responsibility in the areas being audited.

1.13.4. NAAC

NAAC also maintain standards regarding security. It wants to find out, what type of security maintained by institutions in particularly library and all departments in college or university. How institutions maintain security of the institutional assets, students, staff, and users. That’s why NAAC framed the questions for profile ‘institutional data’ part I. these are:

NAAC required information of colleges about security. These issues are How does the library ensure access, use and security of materials?, Describe the safety measures provided by the institutions like security and adequate lighting etc., How does the institution ensure safety and security of the students, faculty and the institutional assets?, Give details on the residential facility and various provisions available within them: last one point is -Available residential facility for the staff and occupancy constant supply of safe drinking water and Security.

NAAC has set security as one of the indicator in his IQAC manual implicated in 2007 under Key aspect of student support assessment indicators with credit of 30 marks, it is (5.206) “Make the campus safe for students with adequate security and lighting.” NAAC (2007)

NAAC has also carefully pointed out security in his ‘Best Practices in Library and Information Services’ Guidelines. It is also covered in extended hour service, web and e-resource service, electronic surveillance system, RFID, EM tages etc for security, Group concessional Night Services offer for outside students and scholars in accessing e-resources. All these practices NAAC requisite to better security. NAAC (2005)
1.13.5. American Library Association (ALA)

The American Library Association is published document about library security (Library Security 2001) summarized most of the five factors in the house model. ALA had emphasized the need to protect library buildings, their employees and users, suggesting preventing actions to combat collection loss, formulating disaster plan and security policy, assigning and training staff to handle security issues. ALA, (2001).

1.13.6. American College and Research Library (ACRL)

The Association of College and Research Libraries (2003, 2006) has also published two guidelines for handling theft in libraries and for handling rare and special collections. However, studies that provide an instrument that can be used to assess collection security implementation cannot be located. In this paper we propose to close this gap by introducing an assessment instrument that has been found to be reliable and usable in assessing the collection security management in libraries in a more holistic approach. The robustness of this instrument need to be further tested and this will carried out in the second phase of this study. ACRL (2003, 2006)

1.13.7. University Grants Commission (UGC)

UGC has established the committee “Joint Cadre Review Committee (JCRC) on uniform staffing pattern of the non-teaching staff of Central Universities, UGC maintained deemed to be Universities and the colleges affiliated to the University of Delhi. The report of JCRC suggested 15 cadres have been placed before the Commission, one of them recommendation is given for ‘Security Services’ for universities and colleges. The Commission has decided that JCRC may be asked to review its report in the light of Sixth Pay Recommendations of the Government of India and submit the same in accordance with the provisions of Sixth Central Pay Commission extended to the employees of Universities. It means UGC creates awareness of security and serious about security of educational institution such as various departments and libraries in university. The objective of the JCRC is to recommend complete framework of the detailed uniform service conditions for the
non-teaching staff (Group A, B, C & D) of these institutions. University Grant Commission Annual Report (2009)

The institution shall tighten security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these Regulations and volunteers, if any shall be resorted to at such points at odd hours during the first few months of the academic session. UGC (2009)

Fresher’s shall be lodged, as far as may be, in a separate hostel block, and where such facilities are not available, the institution shall ensure that access of seniors to accommodation allotted to fresher’s is strictly monitored by wardens, security guards and other staff of the institution.

The institution shall review and suitably enhance the powers of Wardens and the security personnel posted in hostels shall be under the direct control of the Warden and their performance shall be assessed by them. This means UGC has also stress on implementation of security in all higher education related institutions such as departments, colleges, universities and also in college libraries.

1.13.8. Dr. Babasaheb Ambedkar Marathwada University, Aurangabad-Management

Dr. Babasaheb Ambedkar Marathwada University, Aurangabad has also state the rules of security in his statutes to maintain assets and services. University has accepted the rules and regulation generated by Government of Maharashtra time to time regarding student security such as anti ranging circular don’t stop women’s staff after working hours and late night hours in office.

All above rules and regulation can work behalf of security. Above all practices, government rules and laws are protecting government assets and illegal issues but didn’t for specially security. Government departments should develop their own security policies to assess the risks; separate security policies reduce the risk.

Library has various security systems from its establishments. It has differentiated in traditional and modern systems. Modern systems were made by technological support. Traditional systems are totally based on human. This includes security systems such as electronic anti-theft devices, visual cameras, smoke detection and alarm system at entrances, exits and stack areas in the library. This system can help prevent unauthorized removal of collections and feasible monitoring and detection of user traffic in general reading and reference rooms, as well as shelves areas.

Insecurity of library materials is all types of libraries. Therefore it is recommended that libraries should install electronic security devices and electronic surveillance video cameras to discourage mutilations. Mwantimwa, Kelefa (2007).

Traditional – Manual Security Systems

- Locks & Key system,
- Installing grills on windows.
- Single door entry-exit for staff & User
- Security guards employed to patrol
- Installing after-hours security lighting
- Observation by library staff
- Fire extinguisher & security equipments

Identification

- ID cards and access authorization
- Physical checking for user
- Signature of every user
- Security Clearance procedure

Advanced- Electronic Security System

- CCTV cameras, Electronic recording
- RFID system
The security gates with Theft Detection System: Any item that has not been checked-out either by staff station or self check-out station will be detected. Self-service station with provision for checking out books independently by the borrower without any intervention of library staff. The theft detection system of the smart label for that book is deactivated to enable smooth passage from the security gate.

RFID systems encode the circulation status on the RFID tag. This is done by designating a bit as the “theft” bit and turning it off at time of charge and on at time of discharge. If the material that has not been properly charged is taken past the exit sensors, an immediate alarm is triggered. Another option is to use both the “theft” bit and the online interface to an automated library system—the first to signal an immediate alarm and the second to identify what has been taken out.

- 3M exit detection
- Alarm systems installed
- Moisture sensor
- Glass break sensor
- Fire /smoke sensor
- Biometrics
- Smart Card
- Air conditioner for Humidity control

1.15. Conspectus

Chapter 1 - Introduction

This chapter is focus on the need of the proposed research, its objectives, hypothesis, limitations and methodology adopted for data collection and analysis. It also covered structure of questionnaire, security audit tools or aspects and security measures used in this study. All basic elements are discussed in this chapter regarding the study.
Chapter 2 - Review of Literature

This chapter includes reviews of the related literature on the library security. Previous studies, reports, projects have accessed for understanding subject and contextualization. It is also used images and figures to explain the subject.

Chapter 3 - Colleges Affiliated to Dr. Babasaheb Ambedkar Marathwada University an Overview

Overview of granted colleges affiliated to Dr. Babasaheb Ambedkar Marathwada University (Dr. BAMU). It also studied the geographical situation of university and regional, university contribution in social change, educational changes in region etc.

Chapter 4 - Data Collection Analysis and Interpretation

Examine the collected data and analyzed descriptive. Interpretation of the data made in the form of table and charts, which is collected through questionnaire from respondents on various aspects of libraries security.

Chapter 5 - Conclusion and Implications

Study concluded with the major findings and implications based on the study. Study also presented the bibliography of authors, which is use in this study, questionnaire, photos and list of Colleges affiliated to Dr. BAMU, Aurangabad as appendix.

1.16. Conclusion

Security is important to prevent from damage of knowledge resource and spent amount on it for users benefit. It is responsibility of every organisation to implement best security managerial measures. It seems obvious that missing or damaged collections cannot be made available for use, but too often staff and management do not recognize the occurrence or the effects of theft and vandalism. It is important to understand that while some damage or loss can be alleviated for example, a stolen journal might be replaced through purchase, books missing in one library may be loaned from another, or missing pages may be photocopied, other
materials may be irreplaceable, if the material is unique, rare, or difficult and expensive to replace. Libraries are spending a lot of amount on collection, building and equipment; therefore, security is an essential to protect resource to long term for research and user. Present study is needed to know the security process and preventive measures implemented by college libraries.

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