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Special Issue on
"EMERGING TRENDS IN HIGHER EDUCATION"

Special Issue Editors

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LIBRARY STOCK VERIFICATION: USING EXCEL AS A TOOL

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ABSTRACT

Excel can be used for stock verification, making it straightforward to find the misplaced book shelving, spot the double entry, and get the book's location. Doing library stock verification using Excel will be easy and will be very useful for future deployment of library. The article explains how Excel can be used as a stock verification tool. This paper explains how to use the most recent stock review features, whereas the majority of colleges still use a traditional approach to stock review. The majority of the overall college stock is in libraries.

Keywords: Stock Verification; Physical Verification; Excel; Shelving; Retrieving the Book; Double Entry of the Book

Introduction

Stock verification or physical checking is the process of confirming the existence of the tangible products listed in each department, whether they are in the public or private sector and require routine inspection.

Checking whether the books up to the last number entered in the access register are available in the library can be called library stock verification. As the annual stock review of libraries is done by librarians using excel sheet, it is useful for collection development. It will be simple to locate misplaced books and add them to the proper location if we use Excel as a tool for verifying the library.

No matter how much library classification and cataloging we do, we still fail to inform library users of a book's precise location. It will be simple to trace the book and satisfy the user if the rack-by-rack data is maintained in Excel.

Only missing book accounting is the focus of library stock checking, and studies generally provide guidance on stocking techniques. We open the file in notepad and run it through the library automation programme to obtain the titles of the missing books. Recheck the library's stock for any missing books and advise that you confirm whether or not they are still available.

This article will provide a step-by-step explanation of how Excel can be used as a tool for a library's inventory check. Excel enables us to know when another book has been assigned the same accession number, thereby assisting in the detection of double entry of books. We can quickly determine the specifics of the shelves where the books are misplaced.

Objective of the Paper

- a. To most efficiently find the misplaced books
- b. In order to organize the books
- c. To prepare a space for the new books
- d. Minimizing manual work effort in the stock verification
- e. Utilizing new technologies in Library Stock verification

Steps to Involve
Step 1:- Excel sheet to collect the data

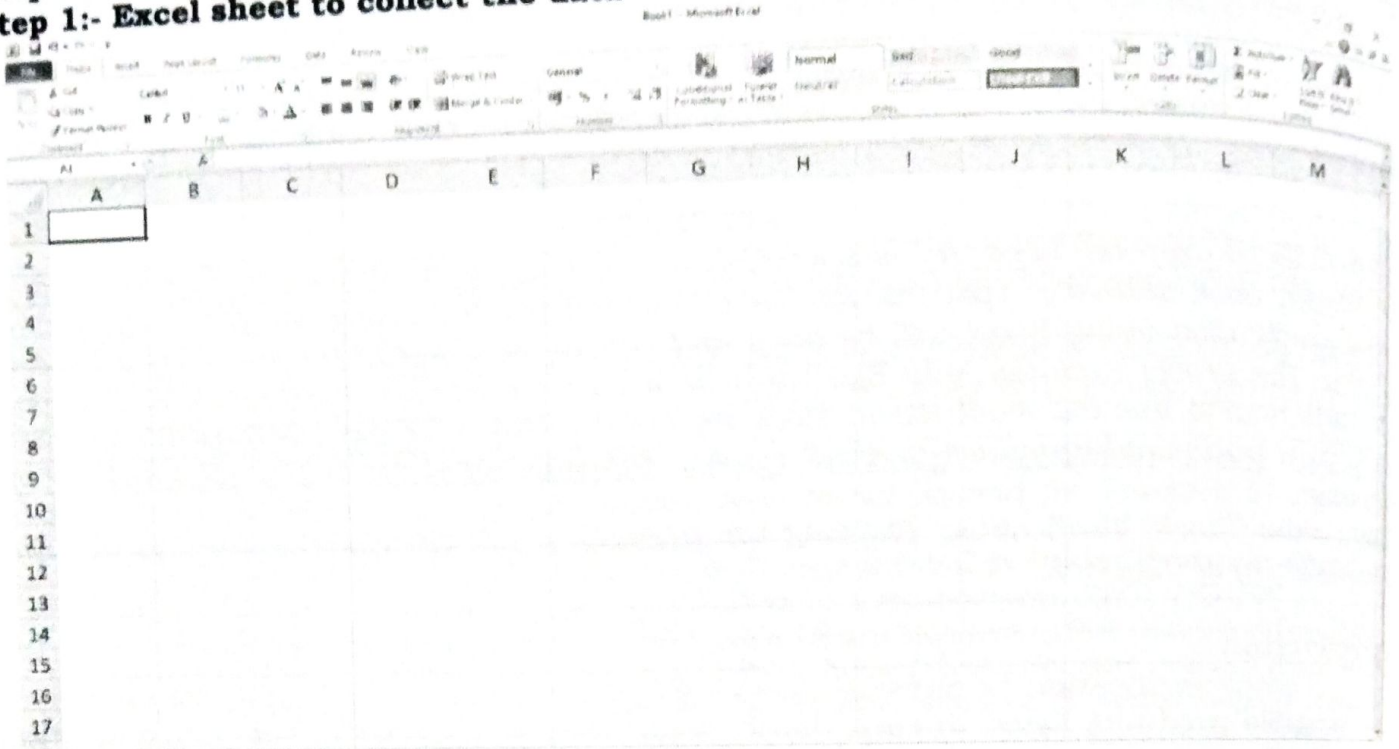


Figure 1: Excel Sheet

Step 2:- Highlight the Duplicate Entries

At a Home tab Conditional formatting → Select Highlight Cells Rules → Choose Duplicate Values

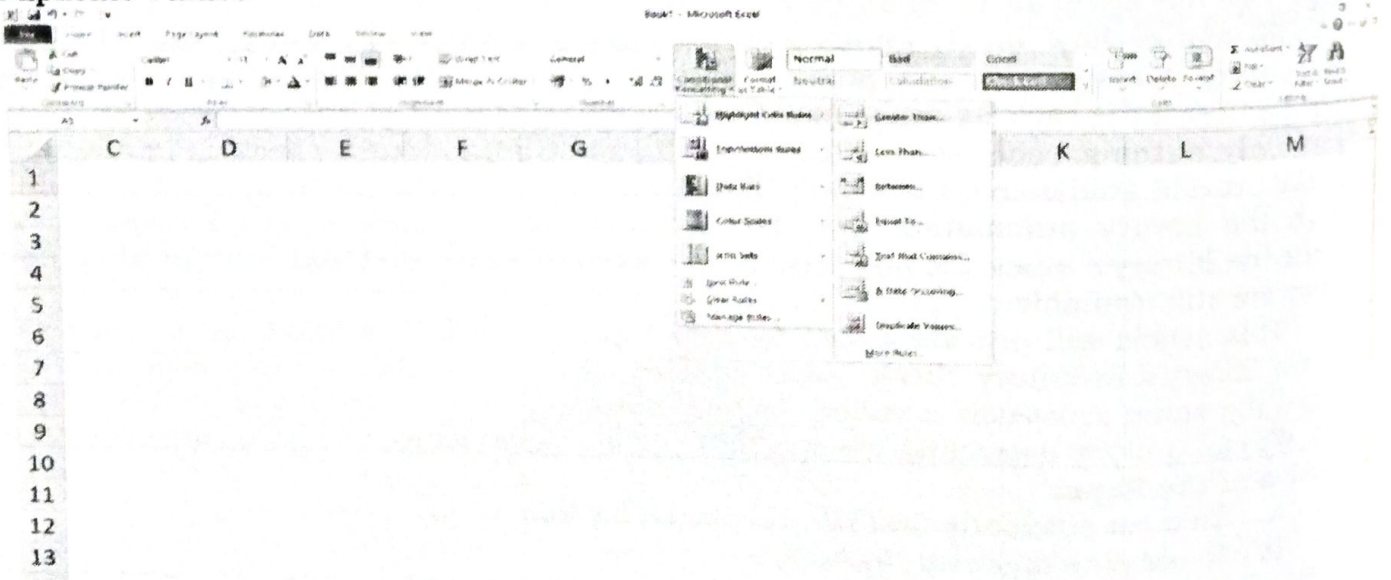


Figure 2: Conditional Format

Will you find out the dialog box format cells that contain:
Dulitace

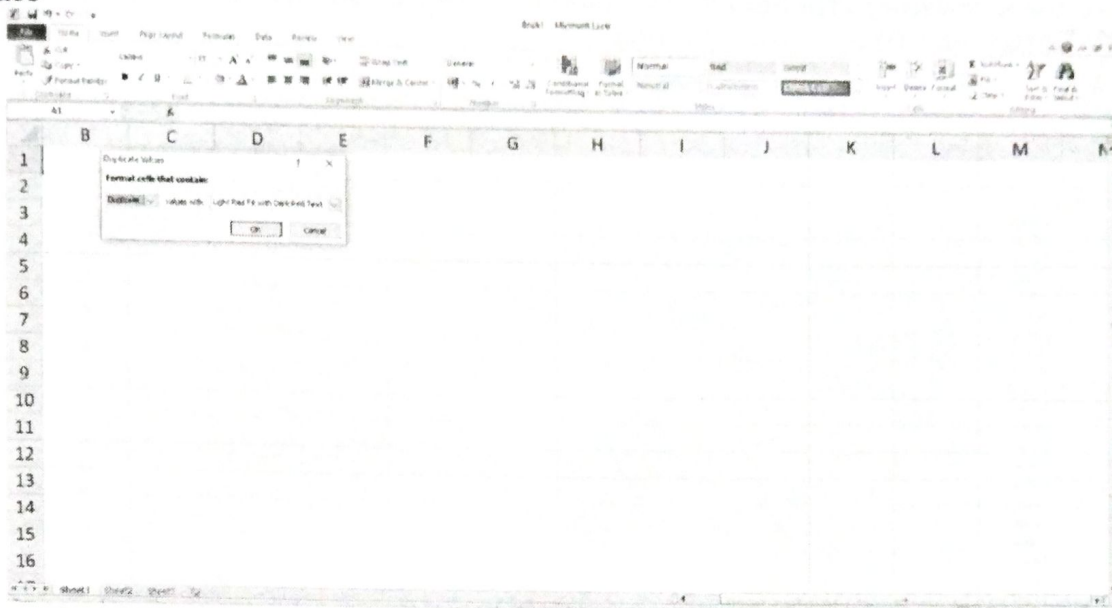


Figure 2.1: Conditional Format

Click on Ok

If we enter the accession number in the same Excel sheet where we scan the accession number, the cell's colour will change, indicating that the same number has been reflected.

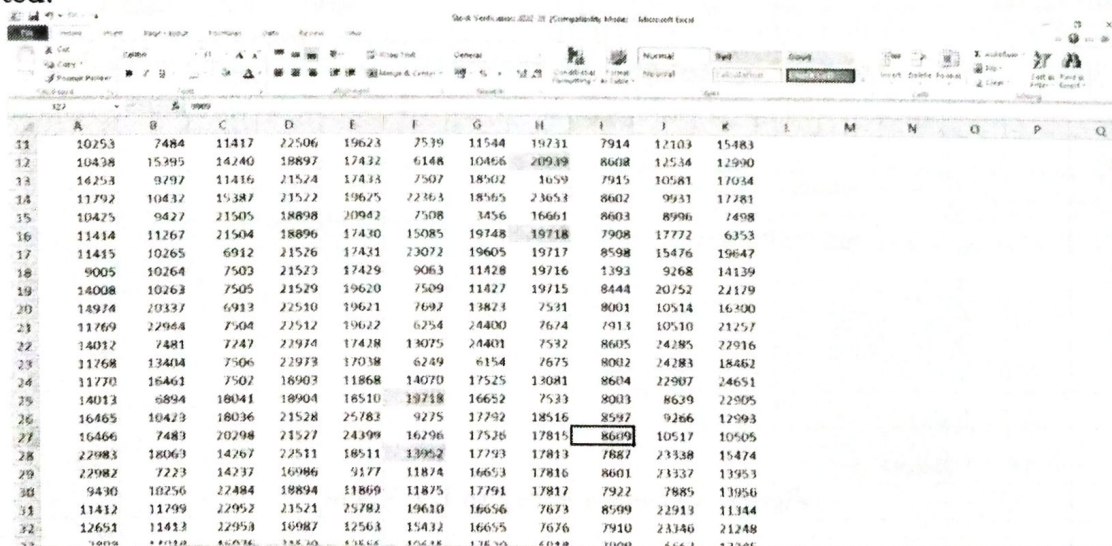


Figure 3:- Highlighting the Duplicate Entries

The accession number 19718 is identical in cells F25 and H16 of the aforementioned image. We need to consider whether there are actually two book entries in the library or if the stock check entry was incorrect. These two books should be cross-checked once, and the error should be fixed.

In order to locate those books, we must first enter the stock data into Excel, assign a column to each rack, and name the rows such as rack 1 or rack a. If the cell's colour changes, we should be aware that something is wrong and we need to find the same

accession number cell. We have already given the rack number; we have to visit the rack and take the same entry number and fix the error.

Step 3:- Gather the Data in One Column

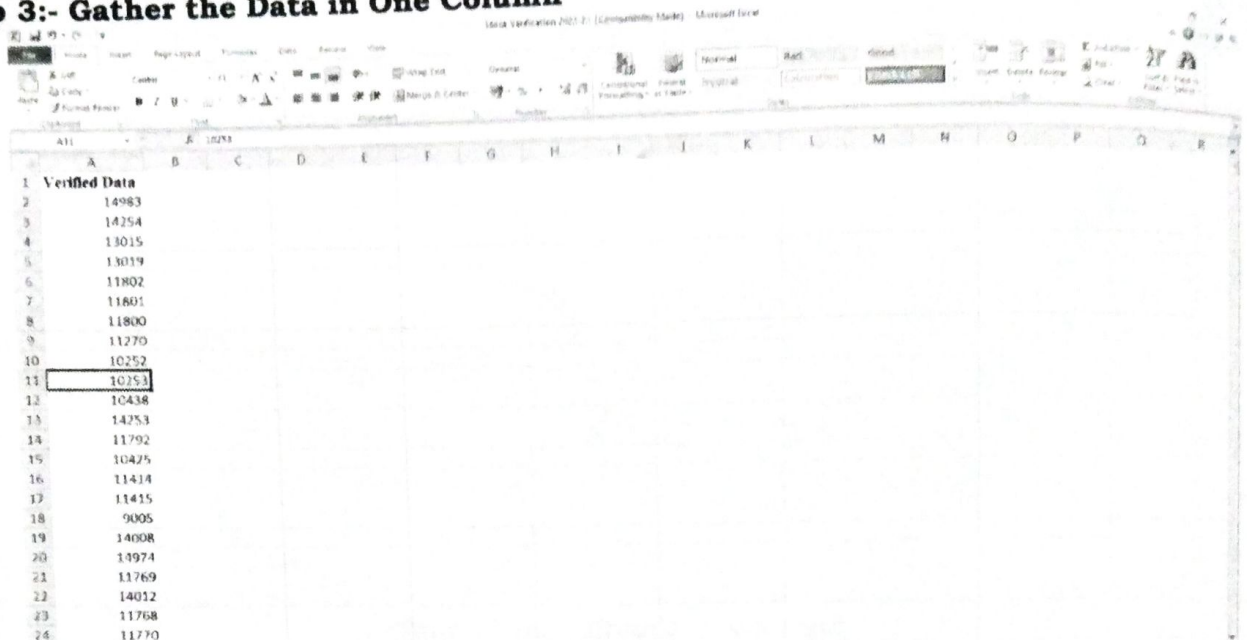


Figure 4:- Data in One Sheet

Step 4:- Use the = SEQUENCE formula to place each accession number from the register in a different Excel sheet.

The Excel Sequence function gives back a series of numbers. The numbers will show up in the column if you type the formula below in the cell. The last number should be entered into the formula in the accession register and save the file.

The syntax is:

=SEQUENCE(last accession number) and enter.

Eg:- If last accession number is 25000 then we should enter cell = sequence(25000)

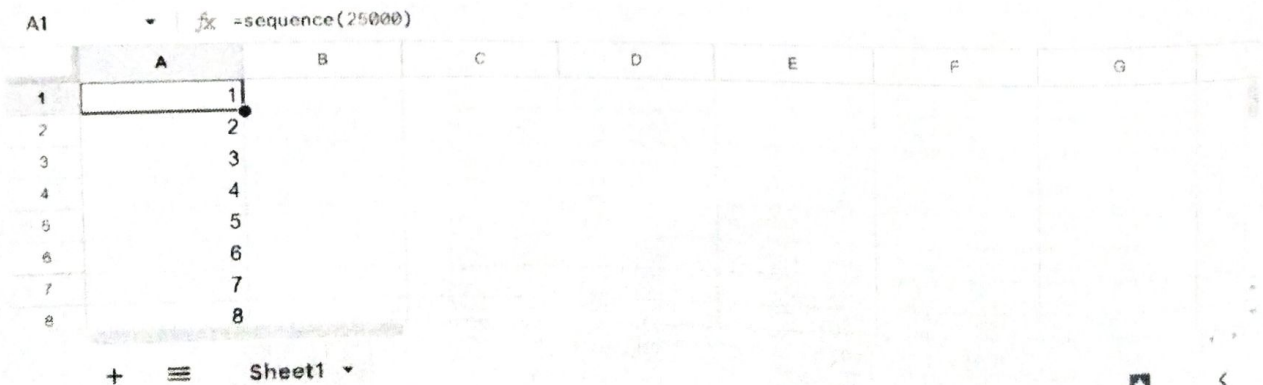


Figure 5:- Series Entry in the Excel

Step 5:- Data matching using the VLOOKUP formula

Vertical Lookup is referred to as VLOOKUP. VLOOKUP is a built-in Excel function that, as its name implies, enables you to find a specific value by looking for it vertically across the sheet. It is simple to search for an exact match in the table with VLOOKUP.

The syntax is:

=VLOOKUP(What you're looking for, where you're looking for it, which column in the range contains the value you want to return, return a match that is either approximate or exact, denoted by 1/TRUE or 0/FALSE) and enter

Eg.- In the previously created Excel sheet, we must use the VLOOKUP formula.
 =VLOOKUP(Choose the cell, which data to match, and add a comma (,))

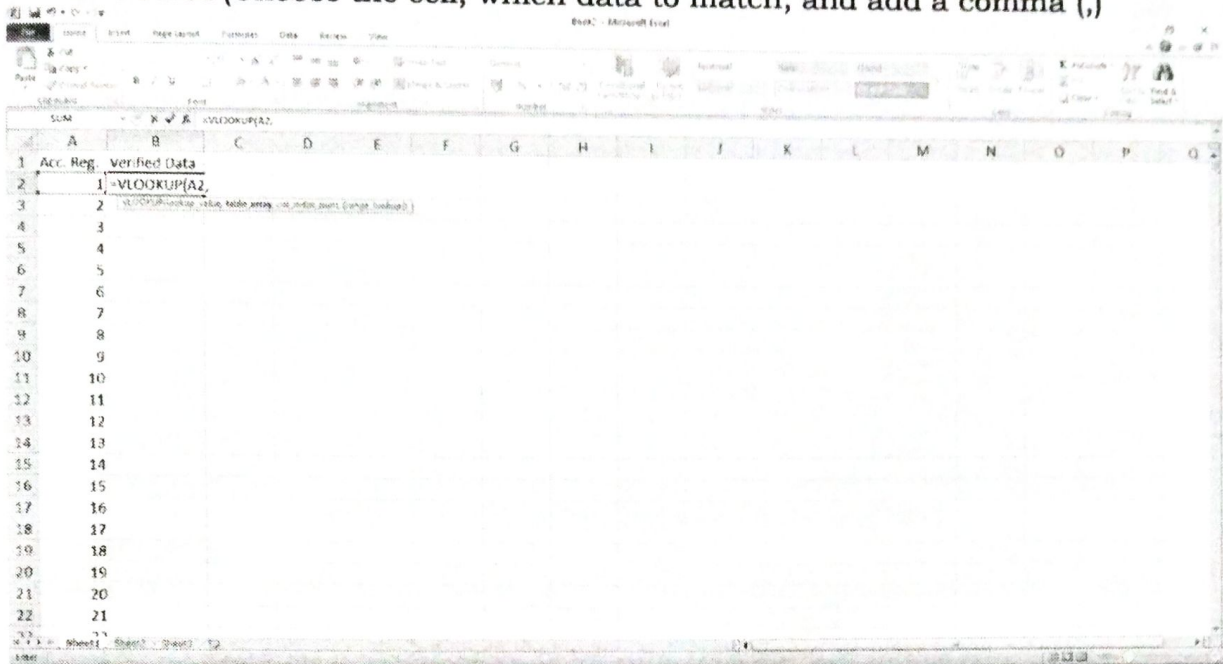


Figure 6:- VLOOKUP Formula

Likewise, open the collected data file and choose the identical context data.
 Continue the formula

=VLOOKUP(Choose the cell, which data to match, and add a comma (,)Number of columns selected, how many columns you have selected, and add a comma (,) and add a zero (0)close the bracket and enter.

Formula is look like as in the below

=VLOOKUP(A2, '[File Name, which file we have selected]Sheet Number !\$A:\$A,Number of selected columns,0) and entre.

Note:- Number of selected columns means (if we are selected 1, it will reflect 1, if we are selected 2 columns, it reflect 2)

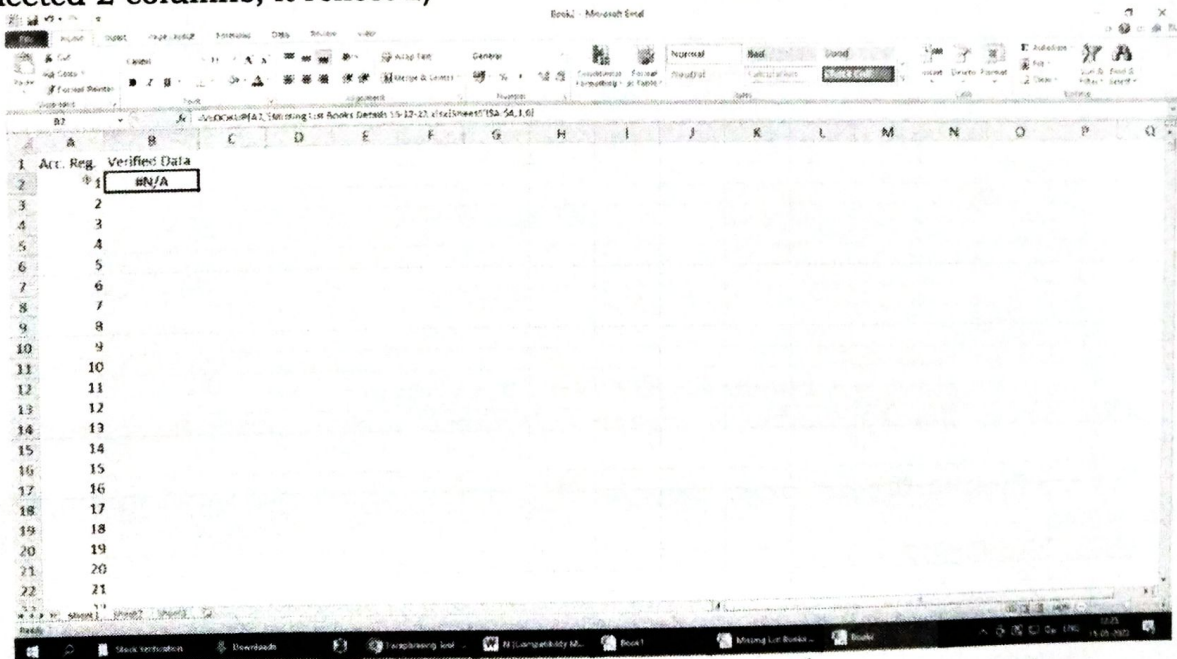


Figure 6.1:- VLOOKUP Formula

When you double-click a formula cell, all entries are displayed.

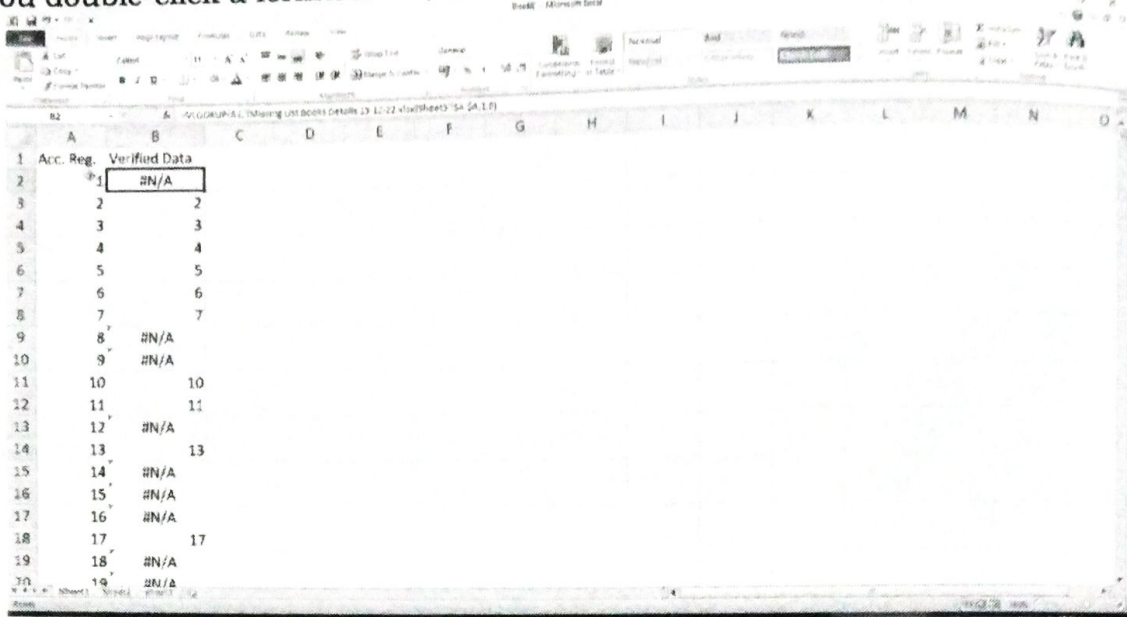


Figure 6.2:- VLOOKUP Formula

Remove the formula, it must and we must without fail.

Select the cell where we put the VLOOKUP formula, copy the data, paste the data, right-click the mouse, choose Paste Special, select Values, and then click OK. The formula is eliminated.

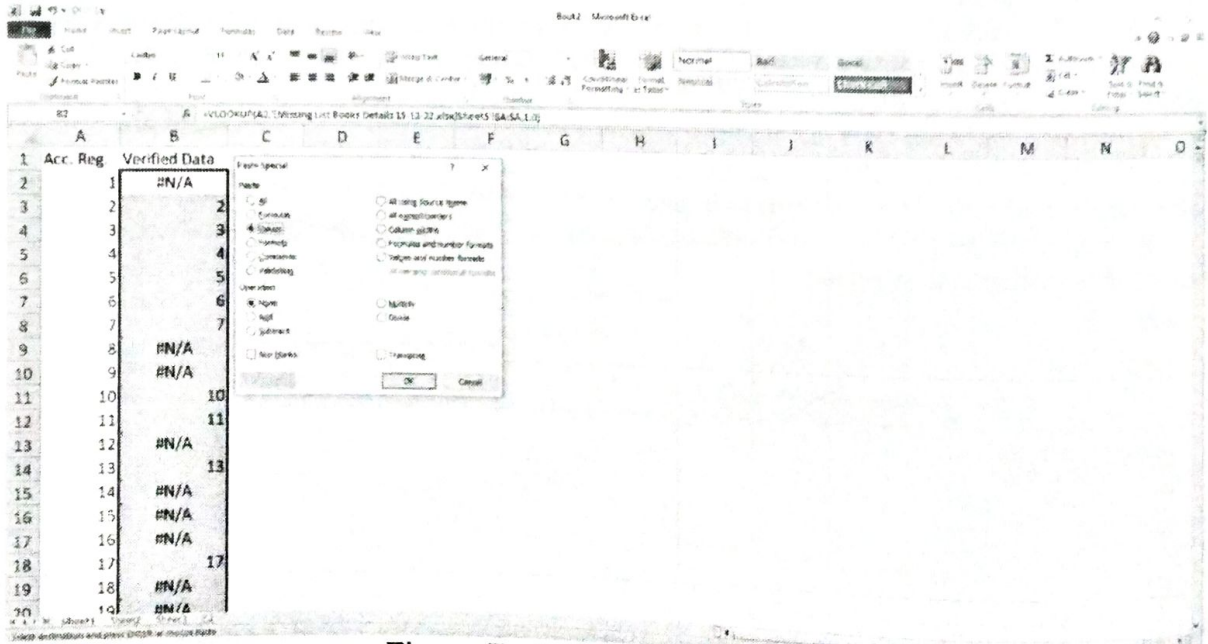


Figure 7:- Remove the Formula

#NA means Not Applicable; it means that those books cannot be traceable in the library.

Put the filter in the first row, copy the #NA entry number you want, and move it to a different sheet.

Using VLOOKUP, we can find the accession number title.

Entry Date	Acc. No.	Author	Title	Edition	Year	Pages	Dimension	Publisher	Place of Publication	Source
18-Jul-79	1	Wron, P. C. and Martin	High school English grammar and composition	100th ed. Rev.	1979	680 p.		S. Chand and Co	Mysore	Geetha Mysore
18-Jul-79	2	Anand, Mukh Raj	Untouchable		1978	174 p.		Geetha Book House	Mysore	Geetha Mysore
18-Jul-79	3	Anand, Mukh Raj	Untouchable		1978	174 p.		Geetha Book House	Mysore	Geetha Mysore
18-Jul-79	4	Naikta	Dictionary	3rd ed.	1977	1479 p.		The Director, Prasaranga	Mysore	Prasaranga Mysore
18-Jul-79	5	Committee of Teachers and University of	An anthology of English poetry			149 p.		The Director, Prasaranga	Mysore	Prasaranga Mysore
18-Jul-79	6	Committee of Teachers and University of	An anthology of English poetry			149 p.		The Director, Prasaranga	Mysore	Prasaranga Mysore
18-Jul-79	7	Committee of Teachers and University of	An anthology of English poetry			89 p.		The Director, Prasaranga	Mysore	Prasaranga Mysore
18-Jul-79	8	Committee of Teachers and University of	An anthology of English poetry			89 p.		The Director, Prasaranga	Mysore	Prasaranga Mysore
18-Jul-79	9	Ananturayana, S	Hosagannada kaviteya mele English kavyada prabhava = ಹೊಸಗನ್ನಡ ಕವಿತೆಯ ಮೇಲೆ ಇಂಗ್ಲಿಷ್ ಕಾವ್ಯದ ಪ್ರಭಾವ	2nd ed.	1976	vii, 450 p.		Rajalakshmi Prakashana	Bengaluru	Geetha Mysore

Figure 8:- Accession Register Entry in Excel

Formula is

=VLOOKUP(A2,'[Accession Register Entry volume 1 and 2.xls]Sheet1'!\$B\$2:\$D\$26057,3,0)

Acc. Reg.	Title
1	High school English grammar and composition
8	
9	
12	
14	
23	
24	
34	
36	
37	
39	
47	
55	

Figure 9:- Missing Book with Title Using VLOOKUP

Acc. Reg.	Title
1	High school English grammar and composition
8	
9	An anthology of English poetry
12	Hosagannada kaviteya mele English kavyada prabhava = ಹೊಸಗನ್ನಡ ಕವಿತೆಯ ಮೇಲೆ ಇಂಗ್ಲಿಷ್ ಕಾವ್ಯದ ಪ್ರಭಾವ
14	Sabdamanidarpanma = ಶಬ್ದಮಾನಿದರ್ಪಣ
23	A history of South India
24	Karnataka Shakunthala nataka = ಕರ್ನಾಟಕ ಶಾಕುಂತಲಾ ನಾಟಕ
34	Rangannana kanasina dinagalu = ರಂಗಣ್ಣನ ಕನಸಿನ ದಿನಗಳು
36	Caaritrika daakhalrgalu = ಚಾರಿತ್ರಿಕ ದಾಖಲೆಗಳು
37	Hindu deshada charitre = ಹಿಂದೂ ದೇಶದ ಚರಿತ್ರೆ
39	Indian economic development and policy : essays in honour of Professor V.L. D'Souza
47	Kannada sahitya charitre = ಕನ್ನಡ ಸಾಹಿತ್ಯ ಚರಿತ್ರೆ
55	Svatantryada horata = ಸ್ವಾತಂತ್ರ್ಯದ ಹೋರಾಟ
	55 Ancient India

Figure 9.1:- Missing Book with Title Using VLOOKUP

Step 6:- Finding number of same titles of missing books using pivot table

An interactive way to quickly summaries large amounts of data is with a pivot table. A PivotTable can be used to thoroughly analyses numerical data and provide answers to potential questions about the data.

Using the VLOOKUP formula, we locate the missing book accession number during the library stock verification, and we thoroughly explained it in step 5.

The syntax is:

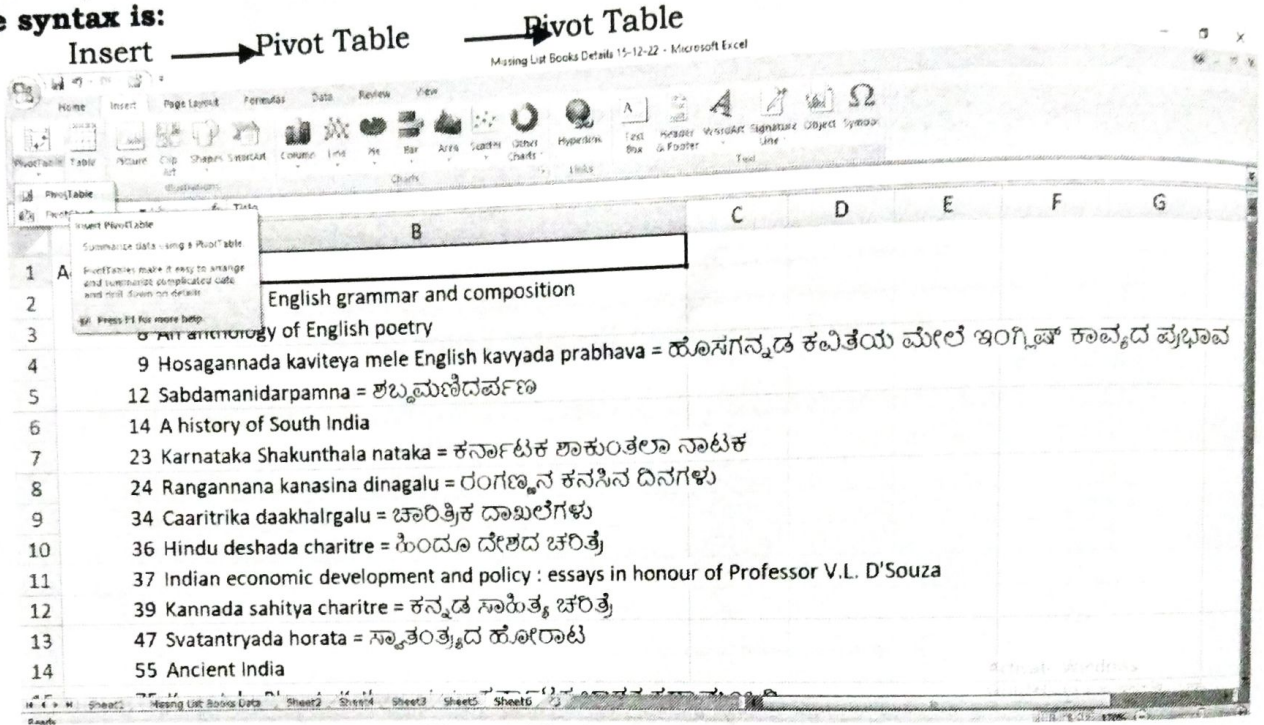


Figure 10:- Insert Pivot Table

Pop will come click on OK

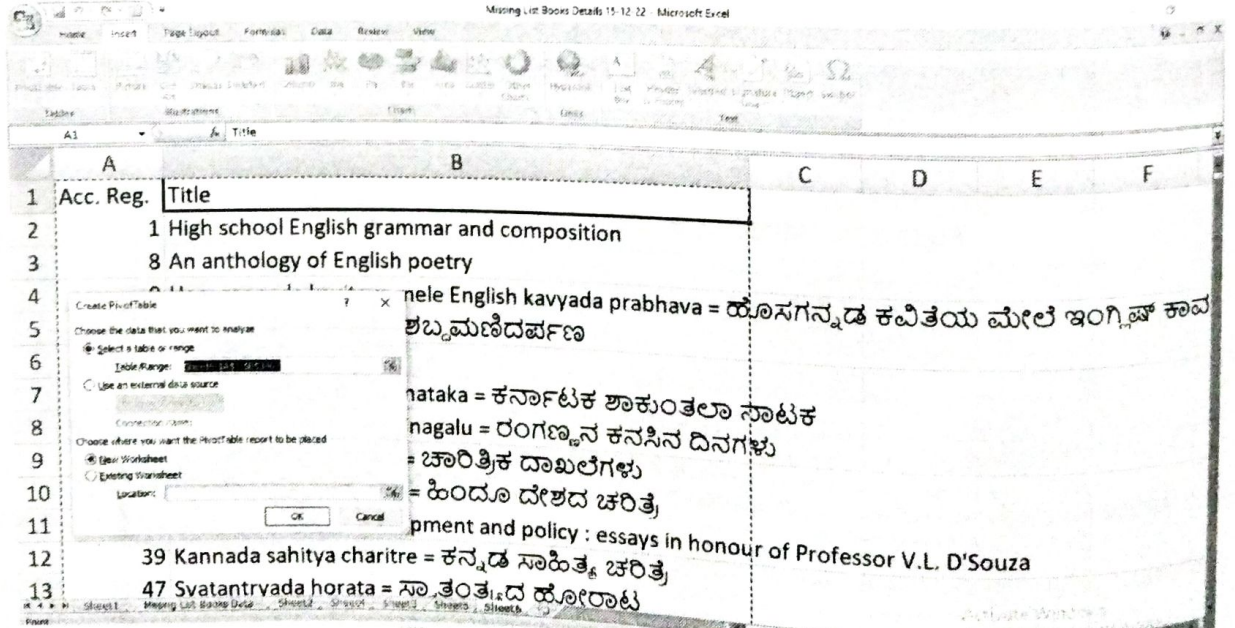


Figure 10.1:- Insert Pivot Table

We drag the title element to the row labels and place the same field to the values that we reflect in the title count in the dialogue box that has a filter in the right-hand corner of our end. The accession numbers will appear at the bottom of the title after we drag them into the appropriate row label position.

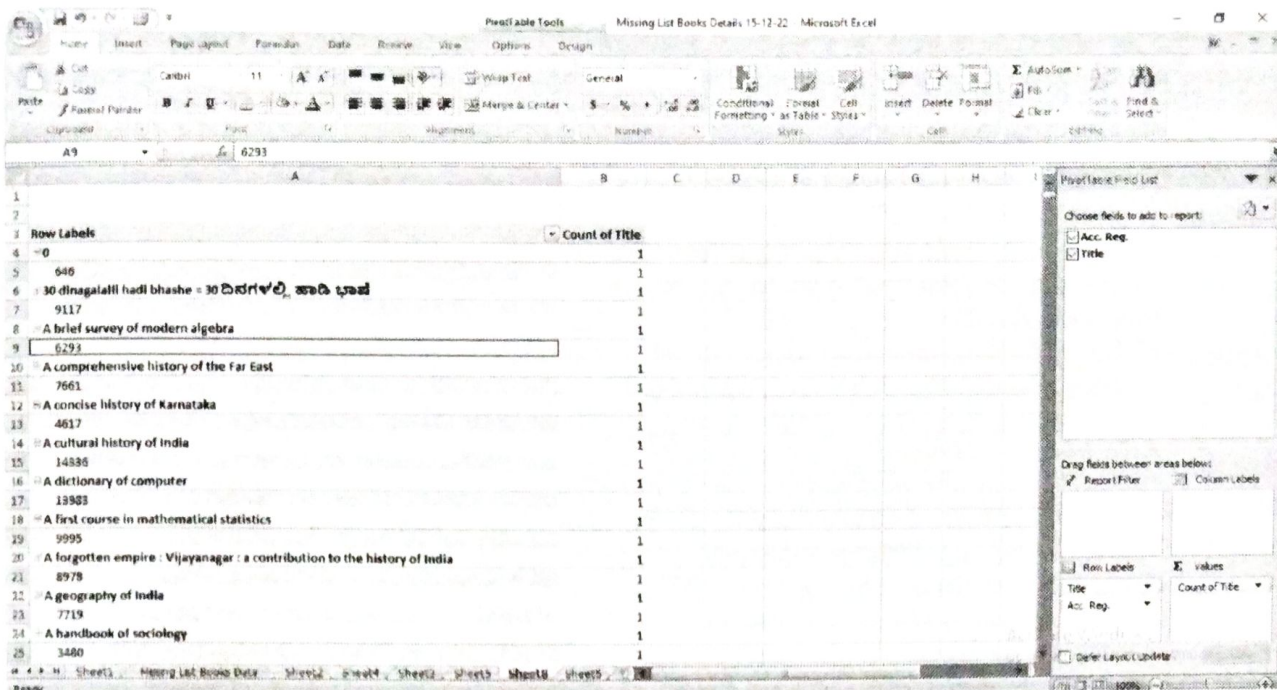


Figure 10.1:- Numerical Values in the Pivot Table

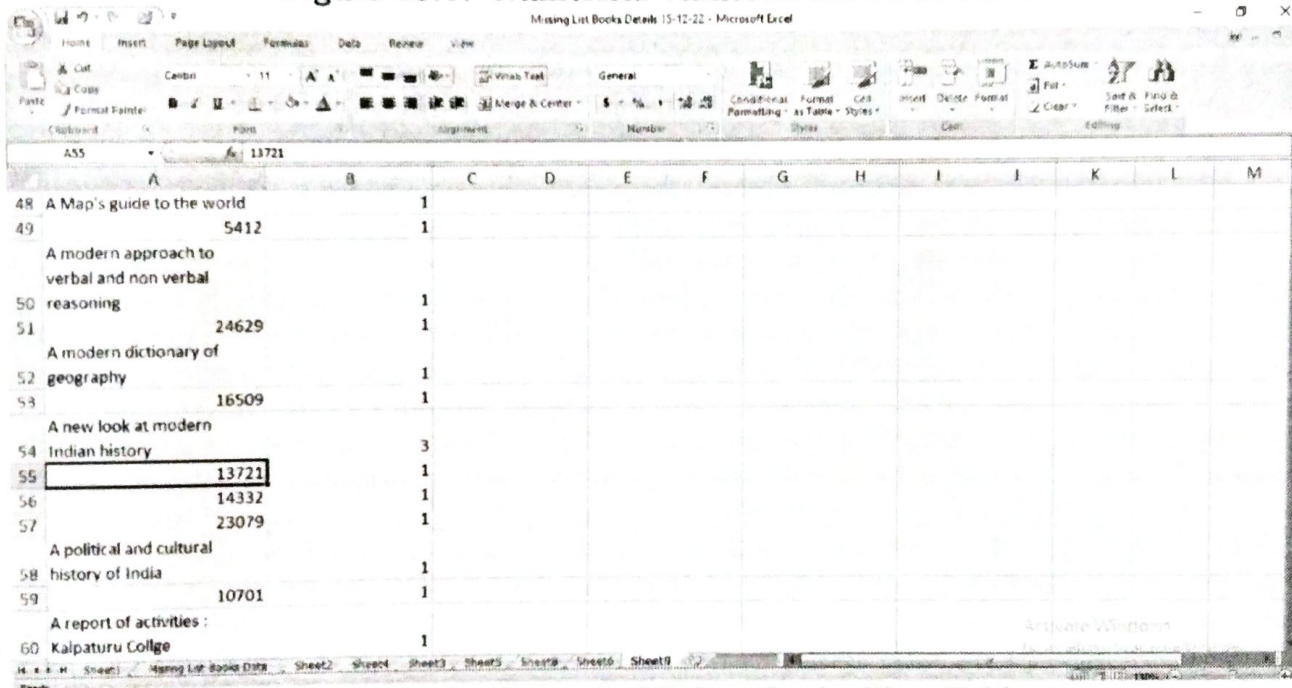


Figure 10.2:- Numerical Values in the Pivot Table

Advantages of Library Stock Verification Using Excel:

- Excel makes data collection for stock checking simple.
- In Excel, data extraction can be done quickly.
- With a new library stock verification feature, Excel makes it simple to cross-verify books that weren't discovered in earlier library checks.
- Excel saves the time.
- Pivot Table makes it easy to cross-verify the missing tiles.
- It is convenient to inform the user of the exact space of the book

Disadvantages of Library Stock Verification Using Excel:

- Excel-trained employees are needed.
- Need a Laptop; it is a burden to provide a laptop to the Stock Verification
- Book should have a barcode and a label on the spine.

Conclusion

A library stock verification reveals the strength of the collection and alerts us to the number of books we lose between verification periods. For stock verification, using modern technologies like Excel saves time and gives accurate results in addition to this finding the book in the library's collection was simple.

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8. *Excel VLOOKUP Function*. [https://support.microsoft.com/en-us/office/vlookup-function-0bbc8083-26fe-4963-8ab8-93a18ad188a1#:~:text=In%20its%20simplest%20form%2C%20the,%2C%20or%200%2FFALSE\).](https://support.microsoft.com/en-us/office/vlookup-function-0bbc8083-26fe-4963-8ab8-93a18ad188a1#:~:text=In%20its%20simplest%20form%2C%20the,%2C%20or%200%2FFALSE).)