

**WRITE-OFF PRACTICES IN COLLEGE LIBRARIES OF PUNJAB: EXPERIENCES
OF LIBRARIANS**

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Abstract

Libraries are essential to a nation's advancement in the fields of education, industry, and technology. The purpose of libraries at educational institutions is to facilitate the efficient and effective flow of knowledge from the point of generation to the point of use. It can be difficult to keep these collections alive and useful as theft or loss of books is a problem that is inextricably linked to libraries. Write-off policies and practices are very important to deal with theft or loss of books. The current study sheds light on the viewpoints, difficulties, and suggestions of college librarians working in Punjab Higher Education Department in respect of write-off practices. The current study used quantitative research approach. An extensive literature review was conducted to develop questionnaire for the current study. This questionnaire survey was shared with chief librarians, deputy chief librarians, senior librarians and librarians. Descriptive and inferential statistics was used to analyze data. The results show that different

criteria are used to determine which resources can be written off. Loss of books, less circulation patterns, and curricular relevance were used to select resources to be written-off. Interestingly, there are notable gender disparities in how librarians see particular criteria used for selection of material for write-off. The main issues that arise during write-off procedures include a lack of precise guidelines, opposition to write-off decisions, resource constraints, and administrative roadblocks. These difficulties, in addition to gender-specific differences, highlight the significance of focused policy and support networks. Librarians offer insightful recommendations for streamlining the write off procedures. They highlighted the need of clear instructions, stakeholder participation, and adoption of flexible approaches. The librarians indicated a need for regular evaluations and extensive training courses in this regard. Finally, by providing insights into the distinctive experiences of librarians in Government colleges of Punjab, this article adds to the growing conversation on library management techniques. The results highlight how crucial it is to focus on specific interventions, and provide ongoing professional development to improve the efficacy of write-off procedures in the dynamic environment of academic libraries.

Key Words: *Write-off, Book theft, Loss of library materials, Book security*

Introduction

Libraries are essential to a nation's advancement in the fields of education, industry, and technology. The nation's advancement rests on the advanced knowledge amassed by its educators, technicians, engineers, and scientists. The purpose of libraries at universities and other educational institutions is to facilitate the efficient and effective flow of knowledge from the point of generation to the point of use. In place of classroom study, the current educational policy places an emphasis on research, experimentation, field study, and self-study. To address user needs, libraries play a crucial role in higher education. Librarians are the guardians of library resources. There are a lot of resources in college libraries' collections, and it can be difficult to keep these collections alive and useful. It is also challenging to ensure the safety and protection of these resources. College libraries have many materials in their collections.

There are different challenges to maintain the existence and utilization of library resources. Security and protection of these resources is a difficult task. Theft or loss of books is a problem that is inextricably linked to libraries. Book theft or loss is a phenomenon naturally associated with libraries and librarians (Golwal, 2022). The cost and availability of space for a contemporary library to acquire all new documents those are pertinent and helpful. There are other considerations apart from space savings when considering document culling. Due to frequent use, some of the documents may become worn out. Similar to how certain papers can

become fragile and useless over time. The most significant reason of all is that certain papers may become worthless because the ideas included in them have changed in a later version or because the information, they contain is no longer relevant.

In the current day, papers may be deleted once their data has been transferred to microforms, computer tapes, and discs. Each library has a certain amount of room to keep its collections. Therefore, write-off is a crucial part of collection growth that guarantees that the items are valuable and accessible. The collection should also evolve over time to reflect societal developments. Delisting is the process of continuously assessing resources with the goal of eliminating collections or items from the collection that are no longer valuable. Libraries are thought to play a crucial role in writing off redundant collection of books and other resources so that they may be destroyed, and the collection can be updated. The current era is known as the "age of knowledge," and the explosion of knowledge has opened up many new fields of study while rendering some preexisting concepts and beliefs outdated. The only reason to think about decomposing isn't to conserve space, but rather because frequent use can make some texts or documents dated. Similar to how some documents can dry up and become useless over time.

The most crucial reason, however, is that certain documents could stop working because the information they contain has changed in a subsequent edition or is no longer relevant (Obsa, 2023). Write-off is the process of going through and eliminating resources from the library's collection which are lost or less needed. This procedure seeks to maintain the collection current, pertinent, and beneficial for users. The process includes evaluating each item's state, intended use, and applicability to the goals of the library and its patrons. Items that are erroneous, out-of-date, in bad shape, or rarely used may be candidates for write-off. Write-off is one of the instruments for ensuring that a library will always include the greatest and most pertinent material and is a crucial part of effective library collection management. It is done keeping in mind the collection development policy and the aim of the library.

The vital and ongoing practice of weeding involves removing items from the library's holdings permanently (Gajmal, 2022). The systematic removal of materials from a library according to predetermined standards is known as write-off. For libraries' active and up-to-date

collection, write-off is a crucial procedure. It makes sure the collection is still current, in good shape and up-to-date. Write-off procedure needs to be done regularly, and nonstop. The collection's quality will remain high as a result. Periodic seminars and presentations on the significance and advantages of collecting and maintenance should be offered to the staff (Jadhav, 2022). A key element of the collection development plan is the descriptive or material removal policy. Document removal refers to the removal of books from the library no longer valuable or functional. A document needs to be write-off after being withdrawn from the library. Others are stored in a designated area known as the hostel library or donated to libraries where they could be beneficial when they are no longer usable. The practice of write-off calls for the appropriate skill and judgment. The librarian must take an active role in it. The content needs to be withdrawn from the library as a subject of decommissioning policy in relation to the material to be written. The items listed below are a few examples of the kinds that occasionally need to be write-off.

- Best-sellers and fictitious non-fiction that is read by hundreds of people degrade over time. Books or materials of this nature must be registered.
- Language and textbooks produced on subpar paper soon degrade. Therefore, once a book becomes worn out and cannot be bound, it should be written off.
- Because science and technology are evolving so quickly, books that were written twenty or thirty years ago are now considered outdated or obsolete by fresh study. These books must be discarded and replaced with newer publications on the subject.
- Yearbooks, handbooks, etc. are common library reference materials. New versions of those that are periodically released should take their place, and outdated versions should be deleted to free up space.
- CD-ROM, Hard Disc, Microforms, etc. In addition, when new space-saving technologies emerge, important data may be stored in them. As a result, certain books and periodicals should be replaced with these new formats when usage has declined or just started.
- The fifth formula, "Library is a growing institution," which Ranganathan developed, should be a constant reminder to the library. Space becomes an issue as the collection or

quantity of papers expands, thus any extraneous items must be deleted to create way for new and urgently required books and other documents.

Research Question

1. What criteria do librarians typically use when engaging in write-off practices?
2. What considerations are taken into account by librarians to ensure effective write-off practices?
3. What is the level of satisfaction with policies for write-off among the respondents?
4. What challenges do respondents face in the implementation of write-off practices?
5. What suggestions do respondents have for improving the write-off practices?
6. What is the impact of gender, age, experience, and qualification on write-off practices?

Significance of the study

The study on Write-off practices in college libraries of Punjab, focusing on the experience of librarians, has significant implications for the field of library science and education in Punjab. Here is some potential significance of this study:

- The study sheds light on the collection management practices in college libraries of Punjab. By examining the Write-off practices, it provides insights into the evaluation, de-accessioning, and disposal of library materials.
- This assessment can help librarians and library administrators in improving their collection development policies and procedures. Understanding the Write-off practices allows for an evaluation of the allocation of resources within college libraries.
- The Write-off practices directly impact the financial aspects of college libraries. The study can uncover the financial burden associated with maintaining outdated, damaged, or irrelevant materials. By exploring the experiences of librarians, the study can highlight potential cost-saving measures and strategies for optimizing the utilization of library funds.

Literature Review

Examining literature entails assessing the body of knowledge already published in a

particular field of study, making it a crucial step in any research process. This aids in acquiring knowledge of the material already available and contains contributions in terms of both theoretical and methodological elements, as well as significant results relevant to a certain issue. Write-off policy is a crucial part of collection development policy, as we've already said. Write-off refers to eliminating from a library any books that have been determined to be useless or unusable.

Write-off and its significance

The security of the collection depends heavily on the need for staff and user knowledge. Users and staff should be well informed about the significance of protecting library collections. Lack of knowledge might lead to a deliberate or inadvertent violation of collection security. Ives (1996) thinks that visitors and library workers continue to pose the biggest risk to the safety of the collections. It is obvious that there has to be more monitoring, patrols, and surveillance to boost security on the library grounds. The security of library collections must be taken into consideration while designing a library. Collection security decisions shouldn't be left up to a single staff member's discretion. There should be created and put into practice policies and procedures. Such guidelines have to be made known to users and employees in writing.

In most of the libraries examined, there are written collection security policies available. This is consistent with the advice of several academics who emphasized the significance of policy in maintaining good library services (Maidabino, 2010). Globally, libraries are becoming more and more concerned with the security and structural integrity of priceless intellectual assets. Economic challenges intensify the situation in emerging nations.

A study of the issue at Nigerian technological universities showed that, like their conventional counterparts, they are not exempt from theft and mutilation. The resources most likely to be damaged are those used as references and periodicals. The issue could neither be stopped nor started by librarians. The author concluded that the security of both books and non-books poses a severe danger to libraries in Nigerian universities of technology, and that these libraries rely mostly on checks at the entry and departure of the

library to address the issue. The investigation also showed that manual inspection is carried out by inexperienced workers (security guards and library porters) with just rudimentary knowledge. At reality, several of the security guards at the studied libraries lack communication skills and are illiterate. Reference books and periodicals are the library items most at risk of theft and mutilation. In these hard times, there is a need for a coordinated effort from library personnel, student users, and employees (academic and non-academic) to reduce damage to books and other library resources, most of which are imports (Bello, 1998).

The study examines occurrence of material theft and mutilation in Nigerian university libraries along with users' opinions of library security and the variables influencing such behavior. The data collection method employed was the questionnaire. 62.63 percent of the users who responded to the poll said that theft and mutilation were frequent occurrences among library patrons. Limited library book availability, worry that one would not locate the materials on the shelf, and carelessness on the part of library security personnel are some of the explanations provided for this. The study's conclusions show that theft and mutilation of books and non-books are frequent occurrences in Nigerian university libraries and pose a severe danger to the collection and preservation of Nigerian libraries if left unchecked. This study concluded that all university libraries in Nigeria experience daily theft and mutilation, which affects all topics and fields, but mostly targets reference volumes and periodicals. The investigation found that the library lacks funding. Due to this, librarians are no longer able to purchase important, in-demand books, and the few that are still accessible are constantly in risk of being stolen or damaged. While the majority of librarians are reluctant to disclose book theft and other security issues in the libraries, security men's monitoring of the libraries was ranked below average. This may be related to the worry that the losses may negatively affect library productivity, as Lincoln & Lincoln corroborate and Smethurst hypothesis. More patrons agreed that staff members' casual disregard for public property poses higher risks to library goods. Users pledged to be more watchful after acknowledging that their incapacity to supervise others poses more risks to these problems.

Academic institutions must actively spend management expertise, time, and resources in

addressing the security requirements of their libraries as reported by Charles Lowry. Above all, any planned programme for library security must place a focus on the responsibility of the library employees. The University of Maryland Libraries and the Association of Research Libraries have worked closely together to examine and update the security practices and policies of the University libraries, as reported in this article. We think the collaboration was useful, especially because it brought to our attention how actively the library staff promotes and upholds a sense of security (Lowry, 2003).

Kumbar analyses the stock verification technique for determining the amount of book loss in 17 college libraries in Shimoga, Karnataka. The survey approach was employed to gather the data required for the investigation. several steps are suggested, including a proportion to be written off, the availability of reprography equipment, vigilance on the part of library workers, and other UGC standards. He concluded that libraries will inevitably lose books, hence the issue needs to be addressed as with any other social ill. The librarian and library authorities must put out consistent effort, but it appears to be the only way to address this issue (Kumbar & Mallinath, 2000).

This study indicated that how to prevent the attempted removal of library items that have not been checked out at the circulation desk, it is currently fashionable in library security to install electronic book theft detection systems. No electronic book theft detection system is 100% accurate, even though it has been claimed that these systems discourage library users from stealing. It would be irresponsible to rely entirely on an electronic system to protect gathering information. A comprehensive security programme is required to fully secure the protection of a library collection. The risk for staff material theft must also be addressed by this programme. Witt. Concluded that no electronic system is perfect, especially because the systems do not fully address all of the concerns involved in security, even though electronic book theft detection systems can be an effective deterrent to the theft of library books. A comprehensive security plan, which may or may not utilize an electronic book theft protection system, is required to fully protect a library's collection. electronic security systems—the theft of materials by customers (Witt., 2008).

According to Phugnar (2022), as an academic library, there isn't much of a need to

"weed" the collection—save in fields where programme accreditation rules require the removal of outdated materials. However, careful weeding must be done because of the library's limited space. The following criteria can be used to decide how to weed library materials:

1. Items that are the most worn and have the shortest remaining usable lives are duplicates or those with a short history of circulation.
2. A notification will be sent out when a material is up for weeding so that the faculty members whose areas are affected may participate and are encouraged to do so. The ultimate decision on what is eliminated rests with the librarians, who show the academic Specialists the utmost respect.
3. If they choose to participate, faculty members will be invited to suggest books that, in accordance with their discipline's norms, can be de-accessioned.
4. A slip of paper will be used for this, and it will be tucked in between the pages of the designated Book. The recommendation for withdrawal will be signed by the appropriate academic member(s).
5. The volumes that will be de-accessioned will subsequently be processed for weed-out once librarians have reviewed the decisions.

Write-off Policy in Pakistan

The study reports the expansion and development of university libraries in Pakistan. It also looks at the challenges of offering improved library services in the nation's colleges. It was discovered that university libraries in Pakistan are in a better state than other types of libraries, but they are not up to the requisite standards and are not contributing adequately to the teaching and research programs of the institutions. An unfavorable picture of Pakistan's university libraries is painted by the inquiry. Numerous issues plague university libraries in Pakistan. As a result, the users' needs are not met effectively. However, compared to other types of libraries in Pakistan, university libraries are in a better state. There are also some excellent university libraries in the nation that are on par with libraries in wealthy nations. In Pakistan, university libraries are being improved with the help of the Higher Education

Commission (HEC). Many programmes for subsidizing university libraries have recently been introduced by the HEC. The position of university libraries in Pakistan has therefore somewhat improved as a result (Khan & Bhatti, 2016).

In terms of resources, such as stock, personnel, finances, buildings, furniture, etc., this research examines the capabilities and issues pertaining to the public sector college libraries in Punjab Province of Pakistan. It was a quantitative study using survey methodology. Data from college librarians were gathered using the cluster sampling approach. College librarians were issued a structured questionnaire by postal mail along with a self-addressed return envelope. Out of 63 respondents, 48 (76%) submitted questionnaires with blanks. Frequency statistics were used to statistically analyze the data gathered through the questionnaire. Results have been drawn because of analysis. The results showed the thoughts of librarians regarding the challenges encountered by college libraries in Pakistan's Punjab Province. College libraries have been proven to have several issues. They don't have properly constructed library buildings. They have issues with insufficient employees, a lack of furniture, a shortage of library materials, inappropriate library shelving, etc. This essay offers suggestions on how to address issues with college libraries, particularly in Pakistan's Punjab Province and globally. It will support librarians in formulating policies and allocating funding for college libraries. Additionally, it will aid in raising the standard of college library services and, ultimately, Pakistan's educational system (Mehmood & Rehman, 2015).

The write-off policy for college and central library of university is given below:

1. If the amount of material borrowed from the departmental and college libraries at one time does not exceed Rs. 20,000, the chief librarian may request a write-off.
2. If the amount of material borrowed from the Central Library at one time does not exceed Rs. 50,000, the Chief Librarian may be given permission to write it off.
3. All damaged books and non-print materials shall be reported by the Chief Librarian to the Vice Chancellor and Library Committee for write-off consideration.

4. The competent authority should write off for the material taken during any one year losses in the amount of 4% annually of the available stock in an open access library and 2% annually in the case of a closed access library.
5. The competent authorities will make a separate assessment of the write-off for material that has been used-related damage, long-overdue loans, and worn-out goods.
6. The office of the treasurer, the office of the relevant head, the office of the chief librarian, etc. will get approved copies of the items along with their pricing.
7. The record of stock taking, and write-offs shall be kept and maintained by the

Research Methodology

Finding information about "write-off practices in college libraries in Punjab: experiences of librarians" was the goal of this investigation. On the basis of data, research methodology can be divided into quantitative, qualitative, mixed methods and multimethods (Ullah & Ameen, 2023; Ullah & Ameen, 2022). The study employed a quantitative research design in order to get a deeper comprehension of the research questions. To accomplish the study's goal, a survey approach was employed. Data collection was accomplished through the use of a self-structured questionnaire.

As per the findings of researcher John Smith (2023), "population in research denotes the entire collection of subjects, subjects, or components that are being studied. The target population of the present study is the colleges' libraries of public sector in the province of Punjab. Convenient sampling is a non-probability strategy that was employed to obtain data from the target population. Non-probability sampling procedures, according to Sheble and Wildemuth (2009), do not provide every contributor in the population the same chance of being selected. The researcher employed this type of sampling since Punjab's population is dispersed. There are 825 colleges of public sector in the province of Punjab. Using a 5 percent margin of error and a 95% confidence level, the Taro Yamane formula (Yamane, 1967) was used to tabulate the study sample. After calculating the algorithm and entering the necessary numbers, 270 librarians were the study's sample size.

Multiple tools can be applied to gather the data from "population", like

questionnaire, interview, observation etc. but researchers decided to use the questionnaire instrument to gather the data from target population. The researcher created a questionnaire on Google Form and circulated the online link in the WhatsApp group of Punjab College Library Association (PCLA), a representative body of public sector college librarians. There are 825 public colleges in the Punjab and 205 colleges' librarians responded to the questionnaire.

After the completion of data collection phase, the researcher assigned a number to each questionnaire. The data entry and analysis were done using the Statistical Package for the Social Sciences (SPSS) and demonstrated the results section wise. The mistakes made when entering the dates into SPSS were corrected. The data were analyzed using descriptive statistics such as means, and frequency and percentage counts using SPSS software. Inferential statistics was also used to check differences on the basis of demographic indicators. The Independent Sample t-test and ANOVA were used to see the difference in opinions of respondents.

Results

Demographic details of respondents

The results of Table 4.1 present that 2.4% of total respondents are Deputy Chief Librarians, 9.8% Senior Librarians, 82.9% librarians and 4.9% are Lecturer Library Science. It is clear from the following table 4.1 that most of the population is librarians. The results present that 51.2% of the total respondents are Males and 48.8% are females. The results describe the professional qualification of the respondents. More than half (56.1%) of the respondents possess MLIS/BLS and 43.9%, possess M.Phil./Ph.D.

Table 4.1 Demographic details of Respondents

Designation of Respondent	Frequency	Percent
Dep. Chief Librarian	5	2.4
Senior Librarian	20	9.8
Librarian	170	82.9

Other (Lecturer library Science as in-charge of library)	10	4.9
Gender		
Male	105	51.2
Female	100	48.8
Qualifications	Frequency	Percent
MLIS/BLS	115	56.1
M.Phil./Ph.D.	90	43.9
Total	205	100

Criteria used for write-off practices

Table 4.2 presents the descriptive statistics of seven different aspects related to the criteria used for write-off practices, based on the responses from 205 participants. There is a slightly higher average on the less circulated books ((mean = 3.37) for write-off followed lost books and irrelevant to curriculum. They rarely adopt the write-off practices for the damaged books in the library collection and outdated books.

Table 4.2 Criteria used for write-off practices (N = 205)

Sr. No	Statements	Means	Std. Deviation
1	Less circulated books	3.37	1.15
2	How frequently do books that are lost in your library get written off?	3.27	1.23
3	Relevance to the curriculum	3.17	1.25
4	How frequently are damaged books in your library's collection written off?	2.93	1.34
5	Outdated or obsolete materials	2.41	1.21

Scale (Always=5, Frequently=4, Often=3, Rare=2, Never=1)

Consideration for effective write-off

Table 4.3 presents the descriptive statistics of thirteen different aspects related to the consideration for effective write-off practices, based on the responses from 205 participants. The results showed that proper consideration is not exercised for effective write-off. Most respondents have lower level of agreement that the library has a clear write-off and weed-out strategy. Respondents are not consulted by stakeholders for determining the standards for removal. Libraries do not assess its collection the suitability of its removal criteria and makes necessary modifications. Library considers changing user needs and preferences when writing off items.

Respondents disagree that write-off policies have a positive impact on the overall quality of the library's collection. They encountered problems or concerns regarding write-off procedures at their college library. The respondents believe that the library's present write-off policies are not effective and cannot be modified easily.

Table 4.3 Consideration for effective Write-off (N = 205)

Sr. No	Statements	Means	Std. Deviation
1	Stakeholders (faculty, student, and library staff) are consulted when establishing criteria for removal.	2.54	1.25

2	The library requests input from patrons on the items for write-off and weed-out.	2.54	1.21
3	Our library's write-off procedures are quite adjustable and may be changed as needed.	2.39	1.13
4	In our college library, issues or worries about write-off procedures are hardly seen.	2.32	1.18
5	The library periodically evaluates the effectiveness of its criteria for removal and adjusts as needed.	2.29	.92
6	For write-off, the library considers the shifting requirements and preferences of its patrons.	2.24	1.08
7	Mechanism is in place to balance the removal of obsolete items with the acquisition of fresh ones.	2.20	1.16
8	Regarding write-off procedures, I am extremely pleased with the degree of interaction and cooperation among librarians.	2.17	.99
9	The goals and objectives of the library are typically in line with the opinions of the librarians in our college library about write-off procedures.	2.12	.92
10	Current write-off procedures of library are quite successful.	2.07	.95
11	The collection is regularly evaluated by the library.	1.93	1.05
12	The library has well-defined plan for write-off and weed-out.	1.85	.95
13	Write-off practices have a very good effect on the library's collection overall quality.	1.68	.68

Scale (Strongly Agreed=5, Agreed=4, Neutral=3, Disagree=2, Strongly Disagree=1)

Satisfaction with policies for write-off

Table 4.4 presents the descriptive statistics of different aspects related to the satisfaction with policies for write-off practices, based on the responses from 205 participants. Most respondents are, on average, only satisfied or somewhat satisfied with the existence of write-off policies for determining which materials to qualify for write-offs.

Table 4.4 Satisfaction with policies for write-off (N = 205)

Sr. No	Statements	Means	Std. Deviation
1	The library has systems in place to modify its weeding procedures when commercial requirements change.	2.39	.85
2	In our college library, the assistance and resources given to librarians for engaging in write-off practices are more than sufficient.	2.29	1.02
3	The library compares its procedures for weeding out	2.22	.81

	materials to those used by other academic libraries.		
4	The amount of instruction and tools offered to library employees to efficiently complete the write-off procedure is enough.	2.20	.74
5	When choices are made on write-off procedures, my suggestions and criticism are always considered.	2.17	.70
6	The library assesses how well its adherence to recognized practices is working.	2.15	.82
7	The weed-out methods and how they adhere to documented specified criteria.	2.15	.78
8	There is a mechanism in place to ensure that weed-out practices are in line with accepted norms	2.15	.65
9	There are established criteria for identifying material.	2.12	.92
10	The library performs routine audits to make sure set protocols are being followed.	2.12	.77
11	The library has a clear process for disposing of weeding materials.	2.07	.87
12	The criteria for removal are communicated effectively to library staff.	2.05	.82
13	Write-off procedures have significantly improved the resources' accessibility for library patrons.	2.02	.78
14	Write-off policies are accurately recorded and accounted for.	2.00	.77

Scale (Highly satisfied=4, satisfied=3, somewhat satisfied=2, not satisfied=1)

Challenges in write-off practices

Table 4.5 presents the descriptive statistics of challenges faced by respondents in write-off practices. The mean values show that majority of respondents did not face any challenges during the write-off process. They agree that directors and higher education department create more challenges for the write-off polices as compared to principal. Lack of precise criteria and resources and for the efficacy of write-off procedures are moderately challenging. Most respondents report a moderate degree of difficulty with the efficacy of write-off procedures as a result of opposition to write-off decisions.

Table 4.5 Challenges in Write-off Practices (N = 205)

Sr. No	Statements	Means	Std. Deviation
1	To write-off books the Director and Deputy Director have put obstacles in the way.	3.24	1.08

2	Higher Education Department has created hurdles in writing off books.	3.20	1.07
3	College Administration has created problems in write-off of books.	2.93	1.07
4	The effectiveness of write-off practices at our college library is severely hampered by a lack of knowledge.	2.60	.99
5	Implementing write-off practices at our library is difficult because of the limited resources we have.	2.51	1.02
6	The effectiveness of write-off practices is severely hampered a lack of clear criteria.	2.34	.87

Scale (Strongly Agreed=5, Agreed=4, Neutral=3, Disagree=2, Strongly Disagree=1)

Suggestions for write-off practices

Table 4.6 presents the descriptive statistics of suggestions for write-off practices. The respondents agreed that the students, library staff and other stakeholders should be engaged and taken into confidence for the write-off process. Rules should be revised and library administration should be engaged for formulation of policies. The write-off process should be adaptable and periodic reviews should be conducted. The entire stakeholder should cooperate with librarians in this process.

Table 4.6 Suggestions for Write-off (N = 205)

Sr. No	Statements	Means	Std. Deviation
1	Students and staff who utilize the library should be engaged in write-off procedures.	3.85	.75
2	College library should adopt standardized write-off procedure.	3.83	.73
3	Rules for write-off procedures should be actively developed and revised with input from library employees.	3.78	.90
4	Library employees should be engaged in formulating and updating policies regarding write-off procedures?	3.78	.81
5	Periodic reviews and assessments of the write-off procedure should be conducted	3.78	.72
6	Stakeholders should be aware and cooperative.	3.71	.74
7	The write-off methods should be adaptable to allow for any necessary revisions.	3.66	.61

Scale (Strongly Agreed=5, Agreed=4, Neutral=3, Disagree=2, Strongly Disagree=1)

Impact of gender and education

Four variables were computed to find differences on the basis of demographic variables. Regarding the criteria applied for write-off procedures, Independent Sample t test showed a significant difference and the mean scores for female is higher about the use of criteria for write-off practices and challenges faced but the mean score is higher for male in case of consideration taken into account and satisfaction with write-off policies.

Independent Sample t test showed a significant difference for criteria and challenges in write-off practices with respect to education. The mean scores for MPhil/PhD respondents is higher about use of criteria and experiencing of challenges for write-off practices

Table 4.7 *Impact of gender on write-off practices*

Sr. No.	Statement	Mean		t-value	Sig.(2-tail)
		Male	Female		
1	Criteria used for write-off	19.33	21.30	-2.249	.026
2	Consideration for effective write- off	31.33	26.20	4.141	.000
3	Satisfaction with polices for write- off	31.05	29.10	1.780	.077
4	Challenges in write-off practices	21.10	23.20	-3.052	.003
		MLIS/B S	MPhil/P hD		
1	Criteria used for write-off	19.65	21.11	-1.647	.101
2	Consideration for effective write- off	26.74	31.50	-3.789	.000
3	Satisfaction with polices	29.65	30.67	-0.915	.361
4	Challenges in write-off practices	21.30	23.17	-2.667	.008

Differences in write-off practices regarding age

Table 4.7 shows the findings of ANOVA tests conducted on various write-off procedures at the college libraries of Punjab on the basis of age. The values of ANOVA test for the criteria used for write-off, considerations and satisfaction with write-off policies show a significant difference in means across age groups. For the challenges in write-off practices, results show no discernible variation in averages across age groups.

Table 4.8: Differences in write-off practices regarding age

Statement		N	Mean	F	Sig
Criteria used for write-off	20-25	35	19.57	3.526	0.016
	26-30	110	19.63		
	31-35	30	23.66		
	36-40 or over	30	20.16		
Consideration for effective write-Off	20-25	35	22.57	18.811	0.000
	26-30	110	27.50		
	31-35	30	34.50		
	36-40 or over	30	35.33		
Satisfaction with polices for write-off	20-25	35	27.57	11.513	0.000
	26-30	110	28.36		
	31-35	30	34.83		
	36-40 or over	30	34.66		
Challenges in write-off practices	20-25	35	22.42	0.653	0.582
	26-30	110	21.77		
	31-35	30	23.16		
	36-40 or over	30	22.00		
	Total	205	22.12		

Conclusion

The current study on write-off policies in libraries offers insightful information about the opportunities for growth, challenges, suggestions, and experiences that librarians perceive. Diverse criteria, such as outdated materials, relevance to the curriculum, and circulation patterns, are considered when making write-off decisions, reflecting the diverse experiences and perspectives of librarians. Determining and addressing the different perspectives of male and female librarians is crucial, as evidenced by the significant gender differences in opinions. The main issues that librarians face when implementing write-off procedures are a lack of precise standards, opposition to decisions, resource constraints, and administrative roadblocks. These difficulties highlight the need for focused interventions and support systems catered to the distinct experiences of male and female librarians, especially considering the notable gender disparities in particular challenges. The recommendations made by librarians to enhance write-off procedures highlight the significance of clear guidelines, proactive rule creation, stakeholder participation, and method adaptability. Significant gender disparities in particular recommendations, however, emphasize the need to modify improvement plans to consider the various viewpoints held by male and female librarians. Overall positive satisfaction with write-off policies suggests that librarians have a generally positive outlook.

In conclusion, a comprehensive strategy that recognizes and considers the varied experiences, difficulties, and recommendations of librarians in libraries is necessary to address the complexities that the study has uncovered. Establishments can promote more inclusive and efficient write-off procedures, which will ultimately enhance library administration and services overall, by acknowledging gender-specific differences and adjusting interventions appropriately. To summarize, the findings of the results indicate that there exist notable distinctions in the viewpoints of librarians from various age groups about the standards applied for write-off, factors considered for a successful write-off, contentment with the policies on write-off, and recommendations for write-off.

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