

(4)

**DRAFT Standard Operating Procedure(SOP) for Library Books/e-Books/e-
Journals/Print Journals Acquisition Policy**

New Book Acquisition Policy

Presently Central University of Jammu Central Library has a fairly comprehensive book procurement procedure. However, it is being felt that the framework needs little bit modifications to make it more efficient and transparent. Therefore, some changes in the present procedure and also some new methods of procurement of books – both print and online have been introduced w.e.f. 10/04/2019. This has been approved by the Library Committee in its meeting held on 10/04/2019.

Book Acquisition

Through Book Exhibition

It has been customary for the faculty and students to take part in book selection through book exhibition in University. Publishers and vendors are increasingly providing electronic lists of titles available for purchase, printed catalogue and other printed announcements. These are being forwarded to the Departments and Centres from time to time. The Library compiled the list and submits the list to the department for review purpose. The department submits the review list to the Library for placing the order. The Library place the order of selected books to the concerned suppliers. After receiving the books, the books and bills are verified and entry has to be made on the accession register and after signing the bills from the department library purchase committee, these bills are submitted to finance section for approval and release of payment by the Competent Authority. The Library staffs usually recommend general reference books and other materials not covered by departmental subject categories. All the departments shall submit the list of books one month prior to the date of Book Exhibition.

Book Purchasing Procedure

On Approval Basis and Ordering Basis

The faculty and students can recommend books and other publications for purchase to the Central Library. It is desired that the list of books requisitioned by the Faculty for purchase for each Department/Centre be always routed through the respective Head of Departments. The requisitions of students can be got approved by the concerned faculty and Head of Department. It will be desirable that books relating to course curriculum shall be procured. The Library would then check for duplication and place the list of recommended books before the departments for its review. Once approved by the Head of Department, library then

OK
05/6/19
(Asstt. Lib'n)

(3)

**DRAFT Standard Operating Procedure(SOP) for Library Books/e-Books/e-
Journals/Print Journals Acquisition Policy**

prepares the final list of books and obtains financial sanction for their acquisition from Vice-Chancellor/Librarian as per the financial powers delegated to each authority.

On the recommendations of the faculty the library may purchase multiple copies of only those books which are found to be in great demand but not more than five copies of any book are procured.

The library practicing the ordering of books through a select list of approved vendors at the discounted rates of 28% on Indian and foreign publications and 0% for Government Publications/Institutional Publications and nil discount items.

The Library is placing orders with its empanelled 30 vendors with a minimum of 28% on the printed/publishers price. The exception would be Government Publications/Institutional Publications and nil discount items. Also in some exceptional cases the vendors charge the library for handling on publishers demand. In case of multi volume books and encyclopaedia, efforts may be made to obtain higher discounts. On the basis of service and past records the review of the suppliers will be done on annual basis.

Terms and Conditions for the purchase of Books in the Central Library:

- a. Only latest books shall be recommended for procured [upto last 5 years]
- b. Only cheaper Indian reprint edition shall be recommended for procurement.
- c. Only Paperback edition shall be recommended for procurement.
- d. Hardbound books/foreign books/classical books/older edition books shall be procured after giving proper justification by the Head of department and endorsed by Dean.
- e. Books in foreign currency will not be purchased till further review of purchase policy.

Whenever, the faculty are in need of a book urgently, they may purchase book for the library from online book stores using their own credit cards after checking with the library about its non-availability and with due certification from the library to that effect. Same procedure of obtaining approval and financial sanction from the appropriate authority will be followed. They may also be authorised to purchase books on official sanction from the appropriate authority will be followed. Such request may be processed by circulation to Head of Department. In such procurements discounts may or may not be available. Sometimes courier/postage charges are also included. The faculty can reimbursed amount paid on such

DH
05/6/19
(Asstt. Lib'n)

DRAFT Standard Operating Procedure(SOP) for Library Books/e-Books/e-Journals/Print Journals Acquisition Policy

transactions on the basis of credit/debit card statement and the bill generated through the online transaction.

Books purchased on Standing Order

Faculty Publications

The Library may now purchase three copies of Faculty publications as and when the publications are brought to the notice of the Library. The financial sanction for procuring the same may be obtained from the Competent Authority.

Government Documents

Though CUJ Central Library shall have useful information sources for research, therefore, all important Indian government publications shall be placed on Standing Order. The list of such publications shall be finalised from time to time and should be approved by the Competent Authority from time to time.

Bill Processing:

Once the books are received in the Library along with the bills, the price of each book and discount rates, bank rates are verified by the concerned staff in Acquisition Section. Entry for each book is made in the Accession Register which has all the relevant details of a book like its price, publisher, vendor, year of publication etc. Then the bills are processed for payment with the accession no.'s entered against each item. The In-charge, Acquisition Section certifies above procedure before forwarding bill to Finance Section. The bills are put up to the Librarian/Library Incharge for expenditure sanction on the basis of approval by the Competent Authority.

Gifts

Books gifted from major institutions and other individuals may be accepted depending on their utility and physical condition.

DLH
06/06/19
(Acct. Lib'n)

①

DRAFT Standard Operating Procedure(SOP) for Library Books/e-Books/e-
Journals/Print Journals Acquisition Policy

Subscription to Print/e-Books/e-Journals and Online Databases

The Library compiled department wise lists of Print/e-Books/e-Journals received from each department and forwarded to the Competent Authority for approval and sanction purpose. Recommendations are received from the various Departments/Centres to subscribe/renew the Print/e-Journals.

After obtaining necessary approval and sanction from the Competent Authority, the Print/e-Books/e-Journals are subscribed/renewed through the subscription agents keeping in view their past service records. Some Print/e-Books/e-Journals are also ordered directly from the publishers.

In case e-resources are not available through any consortium, publishers of e-resources are directly contacted for raising the invoice.

The agreement for activation of E-Books shall be signed by concerned department Head. Monthly report of usage of E-resources will be sent to each department.

The Journals are no discount items and under Govt. of Indian General Financial Rules, no tender needs to be invited for Print/e-Journals/e-Books consortium.

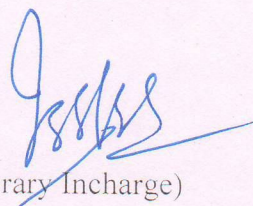
The bills are received from the vendor's along with the price proof and the proof of exchange rate as which prevails on the date of remittance to the publisher.

The payment for Print/e-Journals subscription is made as per the bank exchange rates prevailing on the data of billing.

The supplementary bills are accepted in case there is rise in price of the Print/e-Journals and exchange rate.

Each Print/e-Books/e-Journal is considered as a separate item in itself. The payment for each Print/e-Journals is treated as Advance Payment. The payment is made from the budget head "Books and Journals". For any other head such as Plan Grant/Project Fund, etc.

OK
06/06/19
(Acct. In-charge)


(Library Incharge)