

6.2.1 LIBRARY ACQUISITION GUIDELINES AND PROCEDURES

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Section	Library and Other Information Resources
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Post/Section with responsibility for the guideline, implementation and monitoring	University Librarian
Approved by	Learning and Teaching Committee
Review Date	As needed
Reference to the CAA Standard	9b
Cross Reference/Related Documents:	1.0 Policies and Procedures Manual 3.11 Policy for Changes in a Module Descriptor 6.2 Library Collection Development Policy

1.0 DEFINITION

Acquisition is defined as the process of selecting, ordering, and receiving materials for library by purchase, exchange, or gift which may include budgeting and negotiating with outside agencies, such as publishers, dealers, and vendors, to obtain resources to meet the needs of the institution's clientele in the most economical and expeditious manner. (*Reitz, Joan, ODLIS – Online Dictionary for Library and Information Science, Libraries Unlimited updated last November 19,2007*)

2.0 SOURCES OF ACQUISITION

2.1 Purchase

The Library undertakes to purchase items on reading lists submitted by the academic staff. Decisions on the number of items purchased and their loan period are based on the number of students undertaking the module and the rating (i.e. course text, key indicative readings, or recommended readings) applied to the item.

2.2 Donations and Gifts

- 2.2.1 The acquisition of free material may occur in a number of different ways. The library is interested in receiving donations of books and other items which will improve and complement the collection in some way. Care must be taken that only items which meet at least some of the selection criteria are added to the library stock, and that these donations do not contain strongly biased statements or extensive commercial messages.
- 2.2.2 Sample and inspection copies of materials obtained by academic staff as a result of their employment with BUiD e.g. Approval copies from publishers should be considered as BUiD property and offered to the library.
- 2.2.3 The library acknowledges receipt of gifts in writing. The library reserves the right to integrate gifts into the general collection.

3.0 BOOK CATEGORY DEFINITION

The establishment of reading list in the module descriptors include the assignment of a rating by the Module Coordinator. These guidelines will help in determining the number of copies to be purchased for each rating.

The following book categories should be followed.

- 3.1 **Texts** – normally up to a maximum of three readings which refers to the basic/core text that is required by the lecturer for the module. Library will keep one copy of the text for course reserve. These texts cannot be taken out from the Library and students are recommended to purchase the texts for their use.
- 3.2 **Key Indicative Readings** – consists of maximum six readings which include readings that may be in a form of a book or articles for the module. Library will keep a limited number of items considered sufficient as reference for the number of students enrolled for the module.
- 3.3 **Recommended Readings** – refers to the supplementary and/ or additional readings related to the module. Library will maintain a single copy of the books which will be available in general collection, and will regularly check electronic access to ensure that recommended articles are also accessible to students via e-resources.

4.0 TEXTBOOK ADOPTION GUIDELINES

- 4.1 The Texts recommended by the module coordinator as indicated on the module descriptors, once adapted should normally be used for a period of **two years**.
- 4.2 The Texts should normally up to a maximum of **three (3) titles** which refers to the basic/ core text is required by the module coordinator.
- 4.3 If it is necessary to change the Text for a module prior to the required period of use, the module tutor must document this with written approval from the Dean before submitting it to the Librarian for the last semester it will be used. See Policy 3.11 for Changes in a Module Descriptor.
- 4.4 Text availability can be purchased from Al Mutanabbi bookshop in agreement with the University located at DIAC Block 2 on a first come first serve basis. The bookshop will hold minimum quantities on stock and copies that have run out can be arranged with them for delivery.

5.0 ACQUISITION PROCEDURE

Library has defined its acquisition procedure as follows:

5.1 Direct from the publisher

Advantages

- this is usually the cheapest price with discounts of 25% on average
- the publisher usually has a reasonable stock on hand

Disadvantages

- Freight costs are high
- We may need to use a freight agent to handle the consignment at the airport but we may also need to deal directly with the Customs documentation and inspections
- Payment is in advance of supply until you can establish a credit rating and open an account
- Between receiving the quotation and making the payment, items can go out of stock or otherwise become unavailable. This means we end up with a credit balance so the invoice and goods delivered will not agree
- Some publishers will direct any orders to their regional offices so currency conversion and stock holding benefits are lost
- Since publishers only sell their own books, orders must be divided up which is time consuming and requires great attention to detail
- Trying to find small publishers can be difficult
- Small orders from small publishers are not very cost effective
- Some publishers are less efficient and so orders require a great of chasing and checking

5.2 From a wholesaler/ library supplier**Advantages**

- Initially discounts will be low but once a track record is established, discounts of 15-20% are quite common
- The wholesaler and library distributor both hold large stocks from a range of publishers
- Freight costs are usually reasonable and efficient provided the supplier has other customers in the region
- Other services are available from library supplier such as advance information on new books; inspection copies; book jacketing, security tagging and cataloguing

Disadvantages

- These companies prefer a contract relationship

5.3 From bookshops and book distributors in UAE**Advantages**

- Because many UAE bookshops rely on English language books sourced in UK, freight costs are likely to be low
- You can visit a bookshop in UAE and inspect books before you buy
- Customs clearance will be done by the supplier
- Delivery time are quicker than other methods

Disadvantages

- Retail outlets typically have higher overheads and are therefore likely to have higher prices

- Unless the bookshop specializes in academic and/ or research books, they are unlikely to hold the majority of stock of interest to us
- Bookshops in UK are likely to have high freight costs unless account is shared with other customers in UAE

When a request is received from the Academic staff for a number of titles, these titles are sent to all of the suppliers to get quotations. The round of quotations will be used for selecting the main supplier for specific titles. If one or two titles have been requested, request will be placed with the main supplier.

6.0 TIMETABLE FOR ACQUISITION

We should be able to confine our major orders to **two per year**. In order for the majority of the stock to be available at the start of the semester in which it will be used, it is necessary to work backward. The time table for selection and ordering procedures should be as follows:

For Semester 1	All requests from 16 October – 15 June
15 June	Deadline for submission of requests
June (Late)	Requests and review of quotation from suppliers
July (Early)	Approval of Semester acquisition
July (Late)	Placing of orders for successful suppliers
August (Late)	Requests start to arrive
September (Late)	Majority of stock has arrived for Semester 1
For Semester 2&3	All requests from 16 June – October 15
15 October	Deadline for submission of requests
October (Late)	Requests and review of quotation from suppliers
November (Early)	Approval of Semester acquisition
November (Late)	Placing of orders for successful suppliers
December (Late)	Requests start to arrive
February (Late)	Majority of stock has arrived for Semesters 2 & 3

Outside the timetable, small orders for urgently required items will be processed with requisite approvals, or an interim order to develop a collection might be placed if budget allows.

7.0 FACULTY LIAISON

Library staff serves as a point of contact for faculty to help on questions and related issues about requests, collections, tutorial sessions etc.

The following assigned staffs provide assistance on any library related matter.

Faculty of Business	Librarian
Faculty of Education	Assistant Librarian
Faculty of Informatics	Assistant Librarian
Faculty of Engineering	Library Assistant

8.0 BUDGET LIMITATIONS

8.1 The Library holds a budget for each programme. The Librarian will oversee the expenditure for all programmes. Percentages of the library budget will be allocated

broadly based on the number of students per programme. It is on the discretion of the Librarian to defer any requests if the allocated budget overruns. Requests on hold will normally be the first priority for next acquisition.

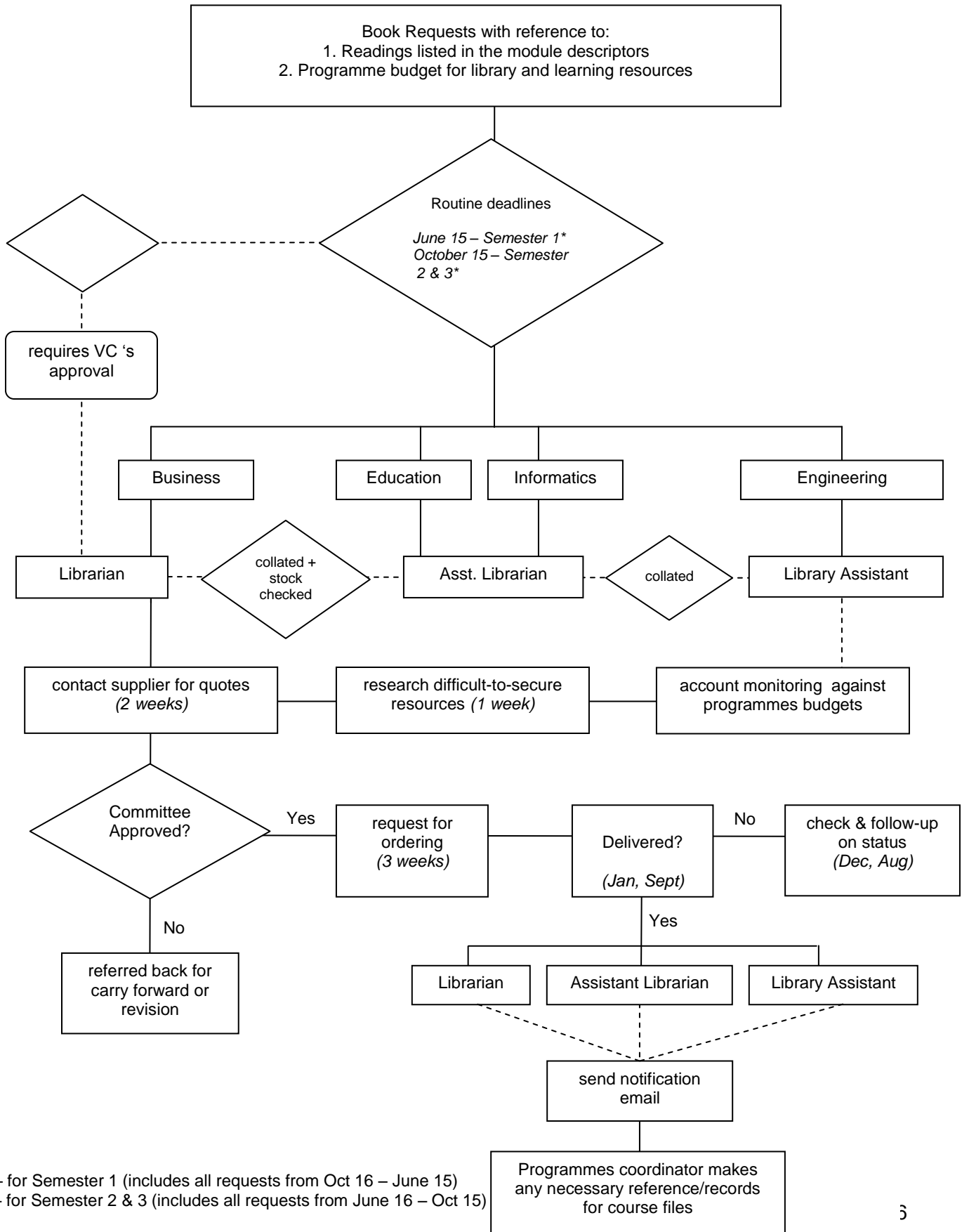
- 8.2 If it is necessary to develop a collection based on the recommendations for initial accreditation, a budget in percentage will be identified first from across faculty, or as necessary across University.

9.0 ACQUISITION WORKFLOW

The acquisition workflow has been determined to identify the process of acquisition from selection, approval, ordering and receiving. It is shown on the next page in visual form.

Titles that the library is unable to supply will be considered as a “wish list” request and will be considered for acquisition at the end of the year if budget allows.

LIBRARY ACQUISITION WORKFLOW (General Readings)



*June 15 – for Semester 1 (includes all requests from Oct 16 – June 15)

*Oct 15 – for Semester 2 & 3 (includes all requests from June 16 – Oct 15)