

University of Peradeniya
Acquisitions Policy of the Library Network
Finalised in October 2014

1. Preliminaries

The Acquisitions Division of the Main Library is considered as the nerve centre of the library network since it holds the responsibility of acquiring library resources for the network.

2. Mission of the Policy

2.1. To develop a resource collection this is, focused on the requirements of teaching, learning and research.

2.2. To develop policy framework and provide guidance for the acquisition, procedures of all member libraries of the University of Peradeniya (UoP) Library Network.

3. Target Audience of the Library Acquisitions

Undergraduates and Academic staff

4. Materials to be acquired

Print and non-print materials (books, e-books, DVD, CD, maps, models, slides, artifacts, videos, audio cassettes, photographs or publications in any other format)

5. Intellectual Freedom

The policy upholds the principle of freedom to express ideas which are beneficial for democracy and social harmony and do not discriminate against materials on the ground of race, religion, sex, political controversy.

6. Funds

6.1 Main funding source is the Books and Periodicals allocation provided by the University.

6.2 Academic departments may provide additional funds to develop collections wherever necessary

7. Guidelines for Acquisitions

7.1 Sub Committee on Acquisitions

7.1.1. At the beginning of each academic or calendar year, the Librarian shall appoint the following ;

1. Senior Assistant Librarian I Assistant Librarian Acquisitions
2. Senior Assistant Librarian I Assistant Librarian Cataloguing
3. Senior Assistant Librarian I Assistant Librarian Periodicals
4. Senior Assistant Librarian I Assistant Librarian Tamil and
5. Senior Assistant Librarian I Assistant Librarian Reader Services Divisions

AND

- another three academic staff members (could be library staff) to the Sub Committee on Acquisitions for that academic or calendar year.

AND

- The Senior Asst. Bursar / Local Supplies and
- Senior Asst. Bursar / Foreign Supplies

AND

- An academic staff member from each faculty to represent the faculty as and when it is necessary

7.1.2. Librarian shall chair the meeting and in the absence of librarian, Acting Librarian, Deputy Librarian or Senior Assistant Librarian covering the duties of the Librarian shall chair the meetings.

7.2 Selection Tools

- Selections recommended by the Academia
- Publisher's Catalogues including pre-publications announcements
- Announcements from Authors
- Reviews in Newspapers etc.
- Sri Lanka National Bibliography
- Internet and any other appropriate sources.

7.3 Selection Criteria

Following criteria shall be used in selecting resources for acquiring ;

1. Currency and relevance of the contents
2. Level of Coverage (suitable for a University Library)
3. Demand of the item (s)
4. Authoritativeness of the author etc.
5. Quality of paper, binding and physical appearance.

6. Cost benefit and cost effectiveness

7.4 Purchasing guidelines

- 7.4.1. Academic Staff members should recommend titles and number of copies from each title in writing. Librarian, Deputy Librarian, Senior Assistant Librarian/Acq., and any other Senior Assistant Librarian I Assistant Librarian in the UoP Library Network can recommend titles to be purchased depending on their professional expertise. However in ordering multiple copies of foreign publications, the relevant Head of the Department should recommend.
- 7.4.2. From all publications related to Sri Lanka one additional copy may be purchased for Ceylon Room.
- 7.4.3. A maximum of three copies (03) may be ordered from the items related to the teaching, learning and research activities of the university. An exception can be made if the item is recommended by the Dean and I or a Head of a Department (Official Acquisition Form to be duly completed).
- 7.4.4. Due to high cost of the hard cover editions, paperback editions should be purchased always unless hard cover editions are required for a specific reason.
- 7.4.5. Lost material, if they are still relevant for learning, teaching and research should be replaced at the earliest convenience.
- 7.4.6. Sinhala, Tamil and English items are to be given priority. Acquisitions in other languages should be made upon the recommendations of the academia.

7.5 Acquisitions Procedure (On credit)

The following procedures should be followed in acquiring library material on credit

a) In the case of Main Library

- 7.5.1 Receive recommendations from Heads of Departments or senior library staff.
- 7.5.2 Forward to the Senior Assistant Librarian I Acquisitions for checking availability in the library collection.
- 7.5.3 Call for Pro Forma Invoices from 3-4 reputed book suppliers if the item(s) are not available in the library. If an item is an "author publication" it shall be purchased directly from the author without calling for Pro Forma invoices from book sellers. Printed copies of calling for Pro Forma shall be maintained in a file in the case of e-mail communications.
- 7.5.4 Evaluate and compare the received Pro Forma with respect to prices, discount given and delivery charges etc by the Senior Assistant Librarian I Acquisitions.

- 7.5.5 Submit to the Acquisitions Sub Committee by the Senior Assistant Librarian I Acquisitions for approval. If approval is not given by four (04) members of the Sub Committee with valid reasons, then the item (s) should not be purchased.
- 7.5.6 If the Acquisition Sub Committee approves, place the order with the approved suppliers.
- 7.5.7. Receive the books in the Main Library.
- 7.5.8 Check the physical condition of the received items.
- 7.5.9 Check for accuracy of the received items against the orders sent
- 7.5.10. Accession the items if there are no discrepancies or inform the supplier if there are any discrepancies or physical defects.
- 7.5.11 Prepare indents for payment.
- 7.5.12 Dispatch the items to the Cataloguing Division / branch library
- 7.5.13 Dispatch payment documents to Bursar to settle payments

b) In the case of branch libraries

Steps 7.5.1 to 7.5.6 shall be performed by the Senior Assistant Librarians or Assistant Librarians in charge of branch libraries. When performing 7.5.6 - Placing orders for the branch libraries, the Senior Assistant Librarian / Acquisitions must be sent a copy of the order, for information.

Steps 7.5.7 and 7.5.8 shall be performed by the Senior Assistant Librarians/Acquisitions

Step 7.5.9 shall be performed by the Senior Assistant Librarians or Assistant Librarians in charge of branch libraries and inform the Senior Assistant Librarians/Acquisitions if any discrepancy is detected.

Step 7.5.10 shall be performed by the Senior Assistant Librarians/Acquisitions

Step 7.5.11 shall be performed by the Senior Assistant Librarians or Assistant Librarians in charge of branch libraries after receiving the invoices from the Senior Assistant Librarian/ Acquisitions.

Steps 7.5.12 shall be performed by the Senior Assistant librarians/Acquisitions once the indents prepared for payment are received from the branch libraries.

7.6 Acquisitions Procedure (By making Advanced Payments)

The following procedures should be followed in acquiring library material by making Advanced Payments.

- 7.6.1 Receive recommendations from Heads of Departments or senior library staff.
- 7.6.2 Forwarding to the Senior Assistant Librarian / Acquisitions for checking availability in the library collection.
- 7.6.3 If the material is not available in the library or if further copies are required obtain a publishers invoice.
- 7.6.4 Submission to the Acquisitions Sub Committee by the Senior Assistant Librarian / Acquisitions for approval. If approval is not given by four (04) members of the Sub Committee with valid reasons, then the item (s) should not be purchased.
- 7.6.5 If approved, prepare documents for payment and send to Bursar.
- 7.6.6 Obtain cheque from Finance Branch
- 7.6.7 Send the cheque by post or deliver by hand and collect the material.
- 7.6.8 Follow steps 7.5.8 -7.5.10
- 7.6.9 Settle the advancement payment to Bursar.
- 7.6.10 Dispatch the items to the Cataloguing Division

Note: In the case of a branch library, all duties related to acquisition by making an advance payment shall be performed by the SAL/AL concerned accessioning the received material.

8. Gifts and Donations

Donation Policy deals with the acceptance of gifts, donations and bequests to the library.

9. Responsibility of Implementation

- 9.1 It is the responsibility of the members of the Acquisitions Sub Committee to implement this policy.
- 9.2 Acquisitions Sub Committee is accountable to the Finance and Audit regulations of the University as far as the procurement of information sources are concerned.