**ALL INDIA INSTITUTE OF SPEECH AND HEARING**



**MYSORE - 570 006**

**DEPARTMENT NAME: Library & Information Centre**

**PROCESS: Information Resource Acquisition**

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1. **Policy &Objective:** To acquire all forms of quality information resources pertaining to communication disorders published from all over the world, in order to cater to the information requirements of institute academic community.
2. **Scope:** Acquisition of books, journals, reports, bibliographic databases in print and electronic formats.
3. **Organization Chart and Roles &Responsibilities :**

**LIA/SLIA:** Identification of various information resources pertaining to communication disorders published from all over the world and preparation of the list. Accessioning of the procured resources.

**ALIO**: Verification of the list prepared by LIA/SLIA and make necessary modifications.

**LIO**: Co-ordination of the entire process and presentation of the list before the Library Committee.

**Chairperson, Library Committee**: Approval of the information resources selected by the faculty and staff members with the consent of the committee members.

1. **Abbreviations :**

|  |  |  |
| --- | --- | --- |
| Sl No | Abbreviation | Description |
| 01 | ALIO | Assistant Library and Information Officer |
| 02 | LIA | Library and Information Assistant |
| 03 | LIO | Library and Information Officer |
| 04 | SLIA | Senior Library and Information Assistant |

1. **Definitions:**

**Acquisition:** Selection and purchase of information resources for the library.

**Bibliographic database**: An organized digital collection of references to published literature, including journal  articles, conference proceedings, reports, government and legal publications, patents, books, etc. pertaining to a field of knowledge.

1. **Resources and Infrastructure :**
2. Publisher’s catalogue, (b) Publisher’s website, (c) Internet, (d) Accession register,

(e) Library Management System Software, (f) Computer, (g) Abstracts of contents, (h) list of book suppliers.

1. **Acceptance Criteria**
2. Latest editions of books
3. A minimum of 20% discount on print books

1. **Process/Activity Flow chart**

|  |  |  |
| --- | --- | --- |
| **Input** | **Process/Activity** | **Output** |
| Publications pertaining to communication disorders | a) Preparation of the list by the professional staff and sending to faculty and staff.  b)Selection of resources by faculty and staff  c)Approval by the library committee  d)Final approval by the Director  e) Placing of purchase order  f) Receipt of resources and accessioning  h)Passing the bill for payment | Acquisition of information resources |

1. **Procedure :**
   1. The professional staff (LIA and SLIA) of the library will identify the information resources pertaining to communication disorders published all over the world and prepare the list of relevant resources.
   2. The list along with the abstracts of information contents will be circulated among the faculty and staff for selection
   3. The faculty and staff will go through the list and make appropriate selection.
   4. The selected list of resources will be presented before the Library Committee for approval.
   5. The Library Committee will approve the list and submits for the final approval by the Director.
   6. Approval by the Director.
   7. Placing of order with a vendor
   8. Receiving resources and accessioning
   9. Sending the bill for making payment
2. **Measures of Performance :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl No** | **Process measurement** | **Data** | **Frequency of review** |
| 1. | Identification of resources and preparation of list within the first 4 months of financial year. |  |  |
| 2 | Selection of resources by faculty and staff within two weeks of receiving the list. |  |  |
| 3 | Presenting the list for approval of the LC within one week of selection. |  |  |
| 4 | Getting the approval of the Director within one week of approval by the LC. |  |  |
| 5 | Placing purchase order within two days of the final approval by the Director. |  |  |
| 6 | Receiving the resources within 6 months of placing purchase order. |  |  |
| 7 | Accessioning and sending the bill for payment within two weeks of receiving the invoice. |  |  |

1. **Reference :**

Q. Manual –

|  |  |  |
| --- | --- | --- |
|  | **Document Description** | **Doc reference** |
| 01 | Accession Register |  |
| 02 | LMS Database |  |