**ALL INDIA INSTITUTE OF SPEECH AND HEARING**

**MYSORE - 570 006**

**DEPARTMENT NAME: Library & Information Centre**

**PROCESS: Information Resource Acquisition**

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**Policy &Objective:** To cater to the subject-specific and general information requirements of the institute community by procuring quality information resources of various types pertaining to communication disorders, allied areas and general information resources.

**Scope:** Acquisition of print books, subscribed resources such as print and electronic journals, e-books, bibliographic databases and magazines.

* + 1. **Abbreviations:**

|  |  |  |
| --- | --- | --- |
| **Sl No**  | **Abbreviation** | **Description** |
| 01 | ALIO | Assistant Library and Information Officer  |
| 02 | LAC | Library Advisory Committee |
| 03 | LIA | Library and Information Assistant |
| 04 | LIO | Library and Information Officer |
| 05 | SLIA | Senior Library and Information Assistant |

* + 1. **Definitions:**

**Acquisition:** Selection and purchase of information resources.

**Bibliographic databases**: 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.

**Hyperlink**: A link from a hypertext file or document to another location or file, typically activated by clicking on a highlighted word or image.

* + 1. **Resources and Infrastructure :**
1. Publisher’s catalogue, (b) Publisher’s website, (c) Internet, (d) Accession register, (e) Computer, (g) Abstracts of contents, (h) List of book suppliers, (i) Journal Subscription Register e) E-book Register (f) Library Management System Software
	* 1. **Acceptance Criteria**
2. Latest editions of books
3. A minimum of 20% discount on print books
4. To get the ordered books within 6 months of purchase order
5. E-Journals , print journals, magazines and bibliographic databases published during the current year
6. Latest released e-books
	* 1. **Process/Activity Flow chart (Print Books)**

Published Books

Preparation of relevant title list

Selection by faculty & staff

Discarding non selected titles

Discarding non approved titles

Selected titles for the approval of L.C

Selected titles for the approval of Director

Receipt of the Books ordered

Purchase order of approved titles

Shelving of publications

Passing the bill for payment

Discard non approved titles

* + 1. **Process/Activity Flow chart (Subscription based Information Resources-1)**

Published subscription based Information Sources

Preparation of relevant list

Discarding non selected titles

Selection by faculty & staff

Selected titles for the approval of L.C

Discarding non approved titles

Discarding non approved titles

Selected titles for the approval of Director

Purchase order of approved titles

Receipt of Invoice from the vendor for advance payment

Certification of invoice for making payment

Passing the bill for payment

Hyper linking the e-resources on the web portal upon activation

Receipt of Journal Issues at frequent intervals

Shelving of publications

Reminders to non-received issues of journals

Request to refund the amount of non-received journal issues

Accounting the refunded amount

* + 1.

**Procedure (Acquisition of Print Books)**

1. The professional staff (LIA and SLIA) of the library will identify subject books pertaining to speech and hearing and allied areas, and general books.

2. The list of subject books along with the abstracts of information contents will be send to the concerned departments for selection by the faculty and staff.

3. The selected list of subject books along with the general books will be presented before the Library Committee for approval.

4. The list approved by the Library Committee will submit for the final approval by the Director.

1. The list approved by the Director will be placed for purchase.
2. The books received will be verified for the price, title, author, publisher, year of publication, publisher, their physical condition etc and then taken to the stock by entering the details into the Accession Register.
3. The invoice will be certified and send for making payment.

**Procedure (Acquisition of Subscription based Information Resources)**

1. The library staff (LIA and SLIA) will prepare the relevant subscription based information resource list by consulting the publishers’ catalogues, Internet websites and from the suggestions of faculty members and staff.
2. The list will send to the concerned departments for selection by the faculty and staff.
3. The selected list of subject books along with the general books will be presented before the Library Committee for approval.
4. The list approved by the Library Committee will submit for the final approval by the Director.
5. The list approved by the Director will be placed for purchase.
6. Invoice will be received from the vendor for advance payment of subscribed resources.
7. The invoice will be certified for making payment.
8. Once the vendor intimates regarding the activation of e-resources, hyperlinks will be created on the web portal and provide access.
9. The print journals received will be entered in the Journal Subscription Register.
10. Reminder will be send to the vendor regarding the non-receipt of journal issues once in three months.
11. Refunding of the non-received titles by the vendor and accounting the amount.

**13.01.10. Measures of Performance:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl No**  | **Process measurement**  | **Data**  | **Frequency of review**  |
| 1. | Identification of books and preparation of list within first 4 months of the financial year. |  |  |
| 2 | Getting back the list of selected books from the departments within two weeks.  |  |  |
| 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.  |  |  |

**13.01.11Reference :**

Q. Manual –

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| --- | --- | --- |
|  | **Document Description** | **Doc reference**  |
| 01 | Accession Register |  |
| 02 | Purchase Order |  |
| 03 | LMS Database  |  |