**All India Institute of Speech and Hearing, Mysore-06**

Library and Information Centre

COLLECTION DEVELOPMENT POLICY

The aim of the LIC is to develop a comprehensive collection of information resources pertaining to audiology, speech language pathology and speech sciences , the core areas of education, research and clinical care in the Institute, followed by allied areas clinical psychology, special education, otorhinolagyngolgy and electronics. It is also committed to develop a balanced collection of information resources pertaining to general reading such as literature, general knowledge, personality development, and competitive examinations.

1. The objective is develop a balanced collection of information resources on core area of Audiolgy, Speech Sciences and Speech pathology , allied sciences such as Electronics, Clinical Psychology and Special Education.
2. The books on communication disorders published from any where in the world in English language will be procured.
3. When a new edition of a book already available with the LIC is published, that will also be procured.
4. The following tools are employed by the staff in preparing the list. (a) Publishers’ catalogue, (b) Web book stores.
5. The new books identified will be procured with the due recommendations by the faculty and staff.
6. The faculty and staff will have the right to suggest books directly by filling an Information Resources Suggestion Form made available on the web portal.
7. In addition to the books recommended by the faculty and staff to procure, the LIC staff will frequently analyze and evaluate the existing collection based upon the following criteria. a)Subject wise number of books available, (b) Number of copies of frequently used books available and (c) Number of copies of syllabus prescribed books available.
8. For the purpose of analyzing the collection according to the subject, a list of broad subject areas of interest of the Institute community has been developed and all the books in the LIC have been listed under these broad subject areas. The number of books under these broad areas will be assessed frequently and recommendation will be made to procure more books where the collection is weak.
9. Book issue statistics will be analyzed at regular intervals and the number of copies of the most frequently used books in the collection will be checked. If such books are inadequate in number they will be recommended for procure in multiple copies.
10. A list of books prescribed for each course offered by the Institute has been prepared according to semester. This list will be checked frequently against the number of copies of books available in existing collection and the number of prospective student users of the books in each semester of different courses. Based on this, copies will be recommended at a ratio of 1 copy per 10 students.
11. Books selected to procure which are finally approved by the Director will be ordered for purchase with book suppliers/vendors .
12. Tenders are not being called for the supply of books as the necessity of calling for tenders or quotations in respect of purchase of books and journals was dispensed by the Ministry of Finance, Govt. Of India vide its O.M. No. F.23(7).EII (A)/83 dated 7.02.84.
13. The book vendors are selected based on a three stage evaluation process. In the first stage a tentative list of reputed and eligible vendors are prepared by the library staff by consulting publisher’s representatives and librarians of other government organizations. In the second stage, the listed vendors will be contacted by the Library and Information Officer and those who satisfy the following criteria will be listed in the panel of vendors to supply books.
14. Membership in Federation of Book Sellers and Book Publishers association of India.
15. Yearly business turnout of rupees 1 crore.
16. 10 year’s experience in book supply to the libraries.
17. Supplier of books to the central government institution libraries.
18. Provision of 20% discount.
19. In the third stage purchase order will be placed for lists of books approved for purchase for the year by dividing among the paneled vendors.
20. The performance of vendors will be assessed using a set of criteria.
21. The poorly performing vendors will be discarded from the panel and will not give any fresh orders.
22. New vendors will be given purchase order on trial basis in the beginning and if found satisfactory will be given more books for purchase next year.
23. The order placed will be usually valid for six months unless otherwise mutually agreed upon by the Library and Information Officer and the vendor.
24. All books in English, Hindi and other Regional languages, whether of Indian origin with the exception of those covered by the following special categories, must be supplied with a discount of minimum 20% of the published prices in respect of Indian or converted into Rupee prices in the case of imported titles. However, the books are also procured without discount under the following conditions.
25. Government publications having no discount.
26. Publisher is not offering any discount. (A proof regarding this must be obtained from the publisher.)
27. If the vendor is not ready to supply the books with 20% discount, depending upon the need, approval will be taken from the Director for procuring the book for the discount offered by the vendor.
28. Short/No discount titles procured from abroad against specific order of Indian Publications. The importer or the library supplier is expected to work on a margin of 15% on net landed cost. The invoice is to be prepared on the following terms. Published price minus (-) discount earned plus (+) actual freight clearance, bank and postal charges. Documentary evidence to be submitted by the vendor to the library on demand.
29. The professional staff of the L&IC prepares comprehensive lists of new journals, e-books and bibliographic databases relevant for each teaching departments of the institute every year keeping in view of the subject areas taught and research conducted.
30. The lists are prepared based on (a) publishers’ catalogues/websites, (b) web sites of professional associations pertaining to communication disorders and allied fields, (c) websites and catalogues of database vendors/ aggregators.
31. The LIC prefers to subscribe the journal in electronic format, if available, subject to the following conditions.
32. There must be a reasonable guarantee of the stability/ consistency of the electronic journal.  For this reason, journals available electronically in aggregated databases will not be considered for subscribing only in electronic format. E.g. Lippincott Willaims & Wilks journals are presently available over the aggregated database OVID. Such journals which are accessible only through aggregated databases will be subscribed both in electronic and print format.
33. The Journal content, beyond the most recent issue/year, must be easily accessible at the desktop and the content for the subscribed years must be available to own for the L&IC.
34. The license must allow the cancellation of the print journal title.
35. The content of the print must not differ from that of the electronic (e.g., the print version contains significantly more material than the electronic version).
36. The Institute is not calling for tender for the subscription of journals as the necessity of calling for tenders or quotations in respect of purchase of books and journals was dispensed by the Ministry of Finance, Govt. Of India vide its O.M. No. F.23 (7).EII (A)/83 dated 7.02.84.
37. However, the journals are being subscribed through journal vendors.
38. A major journal vendor is selected who satisfied the following eligibility criteria.
39. More than 10 years experience in subscription of journals for the central govt. organizations
40. Sole agency/preferred agency/authorized agency of journal publishers pertaining to communication disorders.
41. More number of branches in the country.
42. Yearly turnover of more than Rs. 5 crores.
43. The journals which could not be subscribed by the major vendor will be subscribed through a minor vendor randomly identified.
44. The major vendor has to execute an agreement with the Institute, containing the terms and conditions in supply of journals, in a stamp paper worth Rs.200/-
45. Purchase order will be placed with the journal vendor upon execution of the agreement. .
46. The performance of the journal vendors will be constantly evaluated by the LIC based upon a set of criteria.
47. In addition to the directly subscribed e-journals and e-books the L&IC is getting access to thousands of electronic resources including e-journals and e-books as the Institute is a part of two national level electronic information service projects namely, NLIST and ERMED.
48. Considerable number of journals on communication disorders and allied fields are available free

of cost. These include both print and electronic journals. The L&IC frequently check the publication of such journals, especially e-journals on the web and provide link on the web portal to such free e-journals under the link Free E-Journals.The regularly published free print journals received in the L&IC are also displayed in the periodical section of the Institute.

1. The LIC welcomes gifts of books, periodicals, photographs, electronic media, archival material, and other information resources that enhance the strength of its collection and support the instructional, clinical, research and recreational activities of the Institute scholarly community.
2. No gift books will be added to the collection if it is found that the material is not at all useful for the Institute community.
3. If the materials are not suitable because of poor physical condition, out-of-date knowledge or other factors, the item will be not be taken to stock.
4. Gifts are accepted with the understanding that they become the property of the Institute and the LIC will make all necessary steps as to their retention, location, cataloging, and other considerations related to their use and disposition.
5. Special terms or a condition if any, requested by the donor will be discussed with the Director before the gift is accepted.
6. An acknowledgement letter to the donor within one week of receipt of the gift will be send to the donor in case the material is taken to the stock.
7. Small gifts will be acknowledged by a letter of acknowledgement by the Library and Information Officer and the gifts from reputed personalities and institutions will be acknowledged by a former letter of acknowledgement by the Director of the Institute.
8. It is mandatory for the Academic Section of the Institute to send copies of all the PG dissertations, Ph.D. theses and other reports of research works carried out at the Institute to the LIC.
9. Also, all the departments have to send copies of manuals, conference proceedings, books etc. prepared in their respective departments and published by the Institute to the LIC.
10. All these resources mentioned above are taken to stock by entering the details into the In-house-Publication Register.