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

Library and Information Centre

COLLECTION DEVELOPMENT POLICY, GUIDELINES AND PROCEDURES

The procurement of various types of information resources are governed by the collection Development Policy adopted by the LIC (LI/D/01)

**9.1. Acquisition of Purchased Resources**

**9.1.1. Procurement of New Print Books**

* + - 1. The LIC aims 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.
      2. The LIC 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.
      3. The professional staff of the L&IC prepares comprehensive lists of books for each teaching departments of the institute keeping in view of the subject areas taught and research conducted. (LI/F/01)
      4. The subject-wise strength and weakness of the existing collection will also be considered while preparing the lists.
      5. When a new edition of a book already available with the LIC is published, that will also be included in the new list of books to be procured.
      6. The following tools are employed by the staff in preparing the list. (a) Publishers’ catalogue, (b) Web book stores.
      7. The tentative list of books prepared will be sent to the concerned departments for necessary recommendations by the faculty and staff. (LI/F/02)
      8. The faculty and staff can also suggest books to procure directly by filling an Information Resources Suggestion Form (LI/F/03) made available on the web portal [www.aiish.ac.in](http://www.aiish.ac.in). under the link Information Resource Suggestion.
    1. **Procurement of Multiple Copies of Available Books**
       1. 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. (LI/F/04)
       2. 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.
       3. 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.
       4. 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.
    2. **Approval for Purchase** 
       1. The titles of books with the number of copies recommended will be placed before the library advisory council.
       2. Once the council approves, the list will send to the Director for final approval.
    3. **Purchase of Selected Books**

9.1.4.1 Books selected to procure which are finally approved by the Director will be ordered for purchase with book suppliers/vendors .(LI/F/05)

* + 1. **Purchase without tender**

9.1.5.1 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. (LI/D/02)

* + 1. **Selection of Book Vendors**

9.1.6.1 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 (LI/F/06) and those who satisfy the following criteria will be listed in the panel of vendors to supply books.

1. Membership in Federation of Book Sellers and Book Publishers association of India.
2. Yearly business turnout of rupees 1 crore.
3. 10 year’s experience in book supply to the libraries.
4. Supplier of books to the central government institution libraries.
5. Provision of 20% discount.
   * + 1. 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.
       2. The performance of vendors will be assessed (LI/F/07) using a set of criteria.
       3. The poorly performing vendors will be discarded from the panel and will not give any fresh orders.
       4. 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.
     1. **Placing Purchase Order**

9.1.7.1 Lists of books for placing purchase order will be prepared by compiling the approved titles

along with the number of copies required.

* + - 1. Purchase order will be placed with the book suppliers included in the panel of suppliers.
      2. Supply of books has to be made strictly against the purchase orders only.
      3. Sending an acknowledgment of the receipt of purchase order, which is taken as an acceptance of the purchase order, preferably by email is mandatory.
      4. Any clarification/query regarding the purchase order should be sought from the L&IC within five (05) days of receipt of the order.
      5. The order placed will be usually valid for six months unless otherwise mutually agreed upon by the Library and Information Officer and the vendor.
      6. One month before the expiry date of purchase order the vendor will be informed in this regard. (LI/F08)
      7. If the books are not supplied with in the stipulated six months the purchase order will be cancelled. (LI/F/09)
      8. Only the latest editions must be supplied unless otherwise specified.
    1. **Invoicing Procedure**

9.1.8.1 Income Tax Permanent Account No. (PAN) of the supplier must be printed on the invoice.

9.1.8.2 The vendor shall append the following declaration on the invoice:-

1. Only latest editions have been supplied and these are not remainder titles.
2. The prices have been correctly charged in accordance with the Publisher’s/Importer’s /Distributor’s invoices and Publishers catalogues.
   * 1. **Discount on Books**

9.1.9.1 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.

1. Government publications having no discount.
2. Publisher is not offering any discount. (A proof regarding this must be obtained from the publisher.)
3. 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.
4. 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.
   * 1. **Verification of Received Books**

9.1.10.1 The books received will be checked against the purchase order and make sure that all the books are as per the purchase order.

* + - 1. The books will also be checked for its physical perfectness and the invoice for its correctness in entries and calculation of price.
      2. The imperfection if any in the invoices and books will be intimated to the vendor (LI/F/10).
      3. The defective invoices/ books have to be replaced at the expense of the vendor.
      4. The books received as per the purchase order will be recorded in a status register of books ordered and supplied (LI/F/11)
    1. **Accessioning of Books**

9.1.11.1 Once the books and the corresponding invoice are found to be satisfactory, the books will be taken to the stock by entering the details in the Accession Register (LI/R/01).

9.1.11.2 Accession register constitutes a permanent record of the library and is the most important library register. The details entered in the Accession Register are author, title, edition, publisher, and supplier, invoice no original and discounted price.

9.1.11.3 Once entered in the Accession register, the invoice will be certified and send for passing payment.

* + 1. **Procurement of Journals, E-Books and Bibliographic Databases**

9.1.12.1 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.

* + - 1. 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.
      2. The tentative lists thus prepared will be sent to the concerned departments for necessary recommendations. (LI/F/12)
      3. The faculty and staff can also recommend the resources directly through the Information Resource Suggestion form (LI/F/03).
      4. The resources thus recommended will be compiled and placed before the Library Advisory Council for approval.
      5. Once the council approves, the list will send to the Director for final approval.
    1. **Journal Subscription Format**

9.1.13.1 The LIC prefers to subscribe the journal in electronic format, if available, subject to the following conditions.

1. 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.
2. 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.
3. The license must allow the cancellation of the print journal title.
4. 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).
   * 1. **Subscription of Selected Journals**

9.1.14.1 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. (LI/D/02)

* + - 1. However, the journals are being subscribed through journal vendors.
      2. A major journal vendor is selected who satisfied the following eligibility criteria.

1. More than 10 years experience in subscription of journals for the central govt. organizations
2. Sole agency/preferred agency/authorized agency of journal publishers pertaining to communication disorders.
3. More number of branches in the country.
4. Yearly turnover of more than Rs. 5 crores.
   * + 1. The journals which could not be subscribed by the major vendor will be subscribed through a minor vendor randomly identified.
       2. M/s Allied Publishers Subscription Agency, Bangalore is the major vendor and M/s Standard book Company the minor vendor for the supply of journals at present.
     1. **Terms and Conditions in Supply of Journals**
        1. 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/- (LI/D/03).
        2. Purchase order (LI/F/13) will be placed with the journal vendor upon execution of the agreement. .
        3. The performance of the journal vendors will be constantly evaluated by the LIC based upon a set of criteria. (LI/F/14)
     2. Receipt of Invoices and certification

9.1.16.1 The invoice submitted by the vendors will be checked thoroughly against the subscription order, price proof and currency conversion rate by the LIC staff. If found correct, the bill be certified and send for passing payment and the details will be entered in the journal subscription register. (LI/R/02)

* + 1. Receipt of Journal Issues
       1. The journal issues received will be recorded in the Kardex Register. (LI/R/03)
       2. The e-journals subscribed will create a link on the web portal to the concerned publisher’s web site and each issue received will be activated.
       3. The access to the subscribed e-journals is restricted inside the main campus and the Panchavati campus.
    2. Reminder to non-received Journal Issues
       1. Reminders will be send to the vendor regarding the non-received journals (LI/F/15) .
    3. **Procurement of E-Books**
       1. E-books on Communication Disorders and related fields are procured by the LIC irrespective of their print format availability in the collection.
       2. Currently E-books are procured from four publishers namely, Wiley, Elsevier, Taylor & Francis and Cambridge.
       3. The E-books are procured with discount through the major journal vendor namely, Allied Publisher’s Subscription Agency.
       4. The procedures followed in the identification, selection, approval and placing order are same as that of print books and journals.
       5. The details of e-books procured are entered in the E-book Accession Register (LI/R/04).
    4. **Procurement of Bibliographic Databases** 
       1. Bibliographic databases are the databases which provide abstracts of journal articles pertaining to a field of knowledge.
       2. The LIC subscribes to the two well known bibliographic databases pertaining to communication disorders namely, COMDISDOME and Linguistics and Language Behavior Abstracts.
       3. The procedures in the approval and placing order for the bibliographic databases are same as that of journals.
       4. The details of the bibliographic databases procured are entered in the Journal Subscription Register (LI/R/02).
    5. **Procurement of Electronic Resources available over NLIST and ERMED**
       1. 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.
       2. For availing NLIST service a nominal subscription fees has to be paid in advance every year
       3. The expense for the ERMED service is taken care of by the Ministry.
       4. These resources available through NLIST and ERMED include e-journals and e-books pertaining to communication disorders which we procure directly.
       5. Even though the directly procured e-resources are available over NLIST and EDMED databases and thereby creating duplicate subscription, direct subscription of such resources are continued considering the chances of non-availability of NLIST and ERMED services in future.
  1. **Procurement of Free Information Resources**
     1. **Procurement of Free Journals** 
        1. Considerable number of journals on communication disorders and allied fields are available free

of cost. These include both print and electronic journals.

* + - 1. 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.
      2. The regularly published free print journals received in the L&IC are also displayed in the periodical section of the Institute.
    1. **Procurement of Gift Books** 
       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. The accepted gift books will be entered in the Gift Book Register. (LI/R/05)
       7. 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.
       8. No acknowledgement letter will be send in case the material is not taken to the stock.
       9. 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. (LI/F/16)
    2. **Procurement of In-house Publications**
       1. 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.
       2. 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.
       3. All these resources mentioned above are taken to stock by entering the details into the In-house-Publication Register. (LI/R/06)