

## **Library Book Acquisition Policy- 2018**

Presently Mangalam Central Library has a fairly comprehensive book procurement procedure. However, It is being felt that the framework needs little bit modifications to make it more efficient and transparent. Therefore, some changes in the present procedure and also some new methods of procurement of books – both print and online have been introduced w.e.f. 07<sup>th</sup> May 2018. This has been approved by the Central Library Council in its meeting held on 15.01.2018.

### **Book selection**

The Library staff usually recommends general reference books. Publishers and Vendors are increasingly providing electronic lists of titles available for purchase, printed catalogues and other printed announcements. These are being displayed in the library notice board. Besides catalogues, book reviews in important magazines and databases are also a basis for recommending books for the library. Periodic book fairs are being conducted by renowned publishers and vendors in our institute for faculty member's and student's selection.

### **Book Purchasing Procedure**

- The Faculty members and students can recommend books and other publications for purchase to the Central Library after the book fair. It is desired that the list of books requisitioned by the Faculty members for purchase for each department be always routed through the respective Head of the departments.
- The Library would then check for duplication and place the list of recommended books before the Central Library Council for its review.
- Once approved by the Central Library Council for purchase, library staff re-checks the library OPAC to eliminate any duplicate orders etc.
- The Library then prepares the final list of books and obtains financial sanction for their acquisition from the Librarian/Principal/Chairman as per the financial powers delegated to each authority.
- On the recommendations of the faculty members the Library may purchase multiple copies of only those books which are found to be in great demand.
- The library will change the earlier practice of ordering books through a select list of approved vendors.

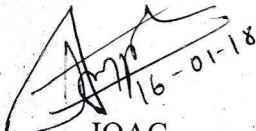
### **Subscription to Print/e-Journals and online Databases**

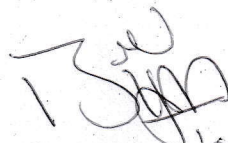
- The Department-wise lists of Print/e-Journals are compiled and displayed in the Central Library notice board.

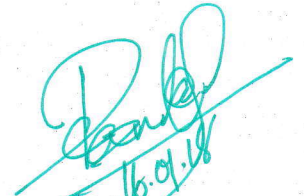


- Recommendations are received from the various Departments to subscribe/renew the Print/e-Journals.
- After obtaining necessary approval and sanction from the competent authority Librarian/Principal/Chairman, the Print/e-Journals are subscribed/renewed through the subscription agents keeping in view their past service records. Some Print/e-Journals are also ordered directly from the publishers.

- The bills are received from the vendors along with the price proof and the proof of exchange rate as which prevails on the date of remittance to the publisher.
- The payment for Print/e-Journals subscription is made as per the bank exchange rates prevailing on the date of billing.
- The supplementary bills are accepted in case there is rise in price of the Print/e-Journals and exchange rate.

  
16-01-18  
IQAC

  
16/01/18  
Chairman

  
16.01.18  
Principal

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