



***Cosmopolitan's***  
**VALIA CHHANGANLAL LALJIBHAI COLLEGE OF COMMERCE AND**  
**VALIA LILAVANTIBEN CHHAGANLAL COLLEGE OF ARTS**

**LIBRARY**  
**BOOK ACQUISITION POLICY**

With the context of scholarly/academic needs of its students, faculty, and other users, it is very important to create a new framework to make Acquisition / Collection Development Process more efficient and transparent. This framework will also help to provide timely and effective service to library users.

Standard Operating Procedures:

Approval & Ordering basis

- Faculty is an important type of user in which book selection is to be done. Book can be selected & recommended by individual faculty member via Book exhibitions conducted in Library annually, publishers or vendor lists of titles available for purchase, printed catalogues etc. The library may circulate reviews of books to the departments to keep them informed about new publications.
- Faculty members need to fill Book recommendation form which is available in Library and need to be routed and approved through HODs / Coordinator / Vice Principal.

Library staff checks the library management software to eliminate duplicate titles if any, etc.

(NOTE: Librarian can also recommend General books or textbooks which are in great demand. The copies should be minimum 5)

The Library recommendation form and Purchase Order form will be forwarded to Principal for final approval.

The Library budget is assigned and sanctioned through Library advisor / committee meeting. Book Budget will be assigned on each course.

The Librarian will place order to reputed Vendor or Publisher with discount rates mentioned below. In case of multi-volume books, encyclopaedia etc, efforts will be made to obtain higher discounts.

Minimum discount for:	Textbooks	: 15 %
	Reference books	: 20-25 %

## Direct Order

In case, the purchases are urgent, or under special circumstances the teacher may buy the book directly by obtaining prior permission from the Principal. The receipt and books are to be submitted to the Librarian for reimbursement of the amount by college office. In such procurements, discounts may or may not be available.

## Gift/Donated

Books gifted from institutions or individuals can be accepted by checking their currency and physical condition. Gifted books may be labelled as 'Donated Book' in separate Item type in Library management software.

## Processing of Received Books

- Once the books are received in the library along with the bills, the price of each book and discount rates, exchange rates, etc. will be verified by the concerned staff of Library.
- Entry for each book is made in the accession register/library management software which has all the relevant details of a book like its price, publisher, vendor, year of publication etc.
- The Accessioning, Classification and Cataloguing of books needs to be done on Library Management Software
- The physical processing like stamping, creation of book card, Due Date slip, writing accession number, sticking barcode and spine label needs to be done.
- Then the bills are processed for payment with the accession number ranges are entered. The In-charge/ Librarian certifies above procedure before forwarding bill to accounts department.
- A Library copy of the bill filled Recommendation Form & Purchase Order etc. will be maintained as Book Invoice File, Recommendation form respectively etc. as per budget sanctioned according to courses.



**Principal Dr. Shobha A. Menon**  
**Chairperson, Library Committee**



**Dr. Sagar N. Dandgawhal**  
**Secretary, Library Committee**