

## **Book Acquisition Policy**

SSMV Library has a transparent comprehensive book procurement procedure.

### **Book selection:**

SSMV faculty members recommend books after a research of current and latest publications provided by Publishers and online search for the library to make it rich.

### **Book Selection Procedure:**

1. Before start of each new session, the Library issue a Book Demand Notice to all College Departments for providing the Required Books List for new session after rechecking the available books in Library to avoid the duplication of Books.
2. Than the Faculty recommend books and other publications for being purchase by the Library. The list of books requisitioned by the Faculty for purchase should be routed through the respective HOD (Head of Department) and departmental discussion. The requisitions of students have to be approved by the concerned faculty and HODs.
3. A printed Library Book Demand Form is available in Library to give the demand of required Books.
4. Books approved by the HODs are to be considered as approved for procurement and there will be no need to submit the same again to Library Committee for further approval.
5. Library would than check for duplication and place the list of recommended books to College Principal for forwarding it to approval of Management. If the cost of any book is found more than Rs. 1000/- the requisition of the book will be sent to respective HOD to reconsider its requirement and for comments regarding purchase of the book.
6. After it Library prepares the final list of books and obtains financial sanction for the purchasing from the Principal/Management or as per the financial powers delegated to each authority. After obtaining the financial sanction, administrative approval and financial concordance, the library will place orders to the registered supplier or directly with the publisher for supply of the concerned books.
7. On recommendation of the faculty, Library may purchase multiple copies of books that are in high demand.
8. Besides the New Session purchase system, if any Faculty or Student needs books urgently, than He/ She can give application to Librarian/Principal/Management and after approval, the required books can be purchased on urgent basis in mid-session/semester.
9. The SSMV Library may place orders for supply of books/journals to book suppliers or directly with the publisher. The Publishers/Suppliers executives shall visit the SSMV campus and interact with teachers and academics on a regular basis to assess their requirements, show newly published books and catalogues of their interest. They also provide Specimen Copies of Books to Faculties for recommendation of publication.
10. **According to Government of India General Financial Rules, Books are not store items. So there is no need to invite tender for book procurement.**

### **Bill Processing:**

1. Once the Books have received in the Library along with the bills, the price of each book and discount rates, foreign currency conversion rates (RBI rates) are verified by the Library Staff.
2. Entry for each book is made in the Accession Register which has all the relevant details of a book like its price, publisher, vendor, year of publication etc. Then the bills are processed for payment.
3. The Librarian certifies above procedure before forwarding book purchasing bills to Finance Department. After get approval from Finance Controller/Principal/Management, Final Payment is sent to Supplier/ Publisher by Cheque / Online Mode.

### **Subscription to Print/E-Journals/E-books:**

1. The Library collects Recommendation for Journals of Different Subject from Departments HoDs before placing subscription.
2. After receiving recommendation from the various departments to subscribe/renew the Print/e-Journals/e-books, The Librarian will review them and send the list to Principal/Management for approval of Purchasing / Renewal.
3. After obtaining necessary approval and sanction from the competent authority, the Print/e-Journals/eBooks subscribed / renewed directly from the publishers.
4. The payment for Print/e-Journals/e-books subscription should be made as per the national bank/RBI exchange rates prevailing on the date of billing.
5. The supplementary bills may be accepted in case there is rise in price of the Print/ e- Journals and exchange rate.
6. **According to Government of India General Financial Rules, journals are no discount items. So there is no need to invite any tender for the subscription of journals (print/electronic).**
7. SSMV Library reserves the rights to change any or all of the above terms and conditions.
8. All Legal disputes, if any, shall be settled in District Bulandshahr only.

### **Gifts/Donation:**

The library receives books as gift/donation from any individuals or institutions. The gifted Books from major institutions and other individuals may be accepted depending on their utility and physical condition.