UNIT 7 ACQUISITION PROCEDURES: BOOKS AND NON-BOOK MATERIAL

Structure

7.0 OBJECTIVES

Information sources building, an important function of the library, should be based on sound policies and programmes. It involves a series of operations performed according to systemic procedures. In this unit, you are introduced to the series of routine operations and the procedures that have to be setup.

After reading this Unit, you will be able to:

- take appropriate action to tackle the problems and issues involved in acquisition work;
- identify the factors behind selection, procurement and accessioning of documents;
- analyse the various jobs relating to these functions to establish routines;
- operate the routines according to set procedures; and
- create, maintain and handle records, registers and files of the acquisition division.

7.1 INTRODUCTION

Collection development, an important function of the library, should be based on such policies and programmes as would:

a) enable the library regularly to receive the books, periodicals, reports, memoranda, standards, specifications, etc., published all over the world as quickly as possible; and

b) facilitate timely access to the users of the original documents required and also enable them to be continuously aware and knowledgeable about the developments in their respective areas of interest.

Building a collection of documents and kindred materials is a major and important function of a library. In the earlier units of this block, you have been exposed to some of the theoretical aspects of collection building, such as principles of book selection, different types of documents and selection tools that aid the process of selection, leading to a broad policy of book selection. In this unit, you would learn the practical operations involved in the actual acquisition of the various types of documents for the library.

The task of building up a collection of documents is entrusted to the acquisition section of a library, which functions on the basis of the aims and objectives of the library and is in tune with the general scope of the activities and services of the library. Acquisition work consists of a series of operations, involving a number of routine jobs which have to be systematically planned and operated.

Acquisition work comprises three distinct functions, viz., selection, procurement and accessioning. The first two functions pose a number of problems in planning and organising the work of the acquisition department. These functions and the problems are explained in this unit.

In the actual operation of these different functions, a number of records, registers, and files have to be designed, created, maintained and handled. These are all explained with reference to the functions they perform.

All these routine functions can be computerised. While computerisation of acquisition work is dealt with in detail in Block-2 of Course 7, we merely touch upon this aspect in this unit.

7.2 ACQUISITION DEPARTMENT

Libraries are organised into units / departments / sections based on the functions that they are expected to perform. Acquisition Department (=AD) is one among them and is concerned with various activities relating to collection development. Its objective is to build up information resources in conformity with the objectives of the parent institution on the one hand, and that which is suitable to the differential information requirements of the different users on the other. It involves the processes of selection, procurement and accessioning of documents. The requirements of selection and acquisition are given below:

Selection Requires:

A Selection Policy (involving a statement about users and needs; subject, topic or mission to be dealt with and type of information sources to be covered).

Selection Aids and Tools which will help in selection and verification.

Specification of a Selection Process (involving decisions on who selects; procedures for judging intrinsic value of information in sources and procedures for judging demand and user appropriateness).

Acquisition/Procurement Requires

Procedures for procurement of necessary information sources. In cases where no outright procurement is planned or possible procedures for access to sources, e.g., getting on loan, photocopying pertinent sections, getting permission to use them in another information centre/ system, etc., have to be set.

Accessioning Requires:

Specification of procedures for taking all the books and documents acquired to be added to the stock of the library which involves the assignment of a serial number called Accession Number and, if applicable, a Donation Number. Every item, and its bibliographic details thus, entered in the Accession Register.

Thus, these three successive stages of operations - selection; procurement and accessioning - correspond to the three sections of the Acquisition Department.

The collection of a library, as you know, can contain various types of documents. Some libraries may have a special preference for specific types of documents. However, in most

libraries books form the major part of the collection. It is, therefore, usual to refer to the activities in AD as book selection, book ordering and book accessioning respectively. Nevertheless, it may be noted that acquisition of all types of documents comes within the scope of AD. However, there is one exception. Acquiring current issues of periodicals and newspapers in not done by AD. Instead it is done by the Periodicals Department. AD has to deal with periodicals and newspapers only when they are received as bound volumes.

AD has a very crucial place in the overall organisation of a library. Its importance lies in the fact that collection is the basic factor in the usefulness of a library and that collection development is primarily the task of this department. AD, therefore, must organise tile resources made available to it (men, materials and money) in such a way as to facilitate the building lip of the collection in the most efficient and economic way. The fulfilment of this task involves all the basic elements and sound principles of scientific management. You may, if necessary, go back to Unit I of Block I for details regarding these general aspects of library management.

Self Check Exercise

1) State the six factors that govern the acquisition for documents in a library.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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7.3   DOCUMENT SELECTION

In section 7.2, you have seen that acquisition work includes three distinct phases of activities. Document selection is the first phase. There are two aspects in document selection, namely, planning and procedure.

7.3.1   Planning

Planning here relates to the various preparations and arrangements you have to make to carry out the procedure efficiently. Book selection is conditioned by three factors: demand, supply and finance. Planning, therefore, must be mainly concerned with these factors. Demand and supply must be known, and finance secured. Further; men and materials required for the work need to be arranged. Echoing similar views, Ranganathan suggest that the distinctive work of Document Selection is to be planned with reference' to the following four factor: Sources, Selection, Indent and Finance. We shall examine below these aspects of planning under four heads, namely

Ascertaining demand

Finding resources

Allocating funds

Arranging personnel.

i)   Ascertaining Demand

Since demand is a basic factor in selection you have to develop a system for ascertaining the demand- Demand includes both expressed wants and unexpressed wants and unexpressed needs of readers. Similarly, needs of both actual and potential readers should be taken into account. The methodology to be followed in ascertaining users' needs have been discussed in

detail in Unit 5 under Sec. 5.2 Users' Studies of this Block 2.

Perhaps, the following sources can be made use of in ascertaining demand:

- statistics relating to books circulated from, and consulted in the library;

- suggestions from library staff working in the service departments;

- suggestions from readers;.

- indents from subject experts or departments;

- findings of user need survey conducted;

- syllabi and prospectuses of courses of studies; and

- profiles of researchers.

Demands have to be assessed in terms of their volume, value and variety. The final rating of the demand should COMIM with the selection policy of the library. Each library ought to have its own broad selection policy. Some libraries even have a written statement of this policy. In either case, the policy is the basic guideline in selection of documents.

Self Check Exercise

2) Enumerate the favors that govern the planning of the routine jobs of document selection work.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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ii) Finding resources

As said earlier, supply is another basic factor. Supply means availability of documents for acquisition. Information regarding supply can be collected in the form of various selection sources or tools. A detailed discussion on a variety of selection tools, their characteristics, value and importance for selection of printed documents and non-print materials is given in Unit 6 of this Block 2. The library will be regularly receiving various source materials. If not, they have to be acquired. A good source collection may contain the following:

- Trade catalogues issued by individual publishers and booksellers

- Book trade journals

- Previews and announcements issued by publishers

- Book reviews appearing in newspapers and journals

- Book reviewing journals

- Book selection lists brought out by competent bodies

- List of textbooks prescribed for various courses of studies

- Published catalogues of book exhibitions

- Published catalogues of important libraries

- Subject bibliographies and subject guides to selection

- National bibliographies

- Comprehensive retrospective bibliographies like *BooksinPrint*

- Catalogues of second-hand booksellers

The sources have to be sorted and stored for convenient use. Updating of the sources and weeding out of old ones should be done on a regular basis.

iii) Allocating Funds

Finance is the most important factor in document selection. Proper planning of finance is basic to good acquisition work. Every library works according to its budget. The total budget of the library will include a separate provision for books. This amount will have to be apportioned among three heads, namely books, periodicals, and binding. This amount thus set apart for books is the budget placed at the disposal of the Acquisition Department. This amount has to be used for purchase of books and other types of documents except current periodicals. For the balanced development of the collection, the books budget should be allocated among different subjects and categories. This budget allocation is done by the library authority or its delegated body like the Book Selection Committee. The librarian and the acquisition staff are also involved in this process since they are the people to provide the information required for budget allocation to the authorities. Such information may relate to a actual and the potential needs of the clientele, the current and future programmes of the parent institutions, the strength and weakness of the existing collection, the price range of publications in particular subjects, etc. These and other types of information can also be used by the library to obtain enhanced budget provisions. However, once the allocation is finalised, acquisition work has to conform to the financial discipline dictated by it.

iv) Arranging Personnel

Planning for document selection should also cover the personnel or human factor. The people involved in the selection process are the librarian, the acquisition staff, the subject experts and the library authority or selection committee. The ultimate responsibility for book selection rests with the librarian. The acquisition staff are there to help him. But, neither the librarian nor his staff are experts in all the different subjects. Therefore, it becomes necessary to take help from subject specialists. The selection committee may or may not be composed of subject experts. Nevertheless, committee level decisions have the advantage of being more democratic and participatory. You must remember that document selection is not a one man job. It should be the outcome of good team work. Therefore, you must be very prudent in choosing the members of this team. This applies to both the acquisition staff and the subject experts. You need to maintain a panel of subject experts who will be willing to participate in the selection process by giving objective opinions and advice.

Self Check Exercises

3) List the major categories of sources of book selection, both for current and retrospective books.

4) Name the person (s), group(s), committee(s) that the involved in the process of selection of documents for a library.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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7.3.2   Job Analysis

The work of Document Selection relating to the factors mentioned in the previous section 7.3.1 consists of the following items:

Sources

- Sources for acquiring work

- Sources for arranging work

Selection

- Document Selection work

- Document Selection carding work

- Document Selection consultation work

Indents

- Indents scrutinising work

- Indents passing work

Finance

- Allotment work

- Allotment watching work

In turn, each of the items consists of jobs which may be hourly, daily, weekly, fortnightly, monthly, etc. Details regarding each of the jobs are dealt with in Ranganathan's *magnum opus* **Library Administration.** It would be interesting to note that he has not only given a *Table of Correlation* showing the jobs that bring the document selection section into contact with other sections, but also has given an *Illustrative Time Scheme* for the different jobs.

7.3.3   Procedure

The actual process of document selection may be initiated in different ways. The acquisition staff take note of the desirable items and present them to the subject experts for approval. Alternatively the subject experts themselves or the subject departments may make indents for items they recommend. In both instances, the acquisition staff are responsible for the routine jobs connected with selection. It is their duty to collect, complete and correct information on the documents. So also it is their risk to allow all unnecessary and unintentional duplications. Therefore, adequate care should be taken to ensure that the items selected are not already available in the library. An acceptable selection procedure can be outlined as follows:

i)   Scanning

All the currently received sources should be scanned regularly. Old sources should be scanned only for specific needs. Items found desirable may be ticked off in the sources: Your knowledge about the existing collection and about the items already selected or ordered will help you in avoiding duplication at this stage. If necessary, the marked items may be forwarded to the librarian and his concurrence obtained.

ii) Scrutiny

The purpose of scrutiny is to rule out the possibilities of unnecessary duplication. This is done by checking the marked items with the following:

- items selected earlier, by checking the "Books Selected" card tray;

- items ordered already, by checking the "Books-on-Order" card tray;

- items already received, by checking the "Books Received" card tray and the "Book-in-Process" card tray;

- items available in the library, by checking the catalogue.

Only such items which are cleared after the above scrutiny are retained with tick marks.

Others are scored out. Now you have completed the provisional selection stage.

iii) Recording

The purpose of recording is to make complete data available on each of the provisionally selected documents. The unit record can be a standardised selection card of the size 5" x 3" with appropriate columns printed. The following are the essential data elements to be covered by a selection card:

- Broad subject name or class number.
- Full names(s) of author(s).
- Full title with sub-title, if any.
- Edition number, if any.
- Imprint (place, publisher & year).
- Series name, if any.
- Collation, like number of pages, type of binding, etc., and size.
- ISBN, if any.
- Price.

There are also some desirable elements, to be included, like

- Reference to source/indent/suggestion
- Name of the subject expert granting approval
- Order number and date
- Name of the vendor with whom ordered
- Number of copies ordered
- Date of supply
- Bill number and date
- Date of payment
- Amount paid
- Accession number

All the essential information may not be found initially. You will have to use appropriate bibliographical *tools* and complete the columns in the selection card as far as possible. The desirable information listed above is provided for in the cards since they would explain the workflow regarding each item. Section 7.7 will give you models of the selection card. The selection cards as prepared are then sorted out and arranged according to subjects or class numbers as the case may be, and filed in a card tray labelled as "Books Selected".

Self Check Exercise

5) List the bibliographical data that go into a Book Selection Card".

Note: i) Write your answer in the space given below.

iii) Check your answer with the answers given at the end of this Unit.

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iv) Consulting

Consulting work can be done at prescribed intervals or as and when needed for placing an

urgent order. For this purpose, subject lists are typed out from the cards in the "Books Selected" tray. Each list should be forwarded to the concerned subject expert with the request that he should return the list after considering every item and making his specific recommendation as to whether "approved", "rejected" or "deferred". Once the list is received back from the expert, you must carry forward the recommendations to the respective cards. Cards relating to the "rejected" items must first of all be removed and disposed of Cards of the "approved" items must be duly noted and removed to another tray labelled as "Books Approved". Cards belonging to the "deferred" items may be separately kept in another tray labelled as "Books Deferred". These items can be presented again to the experts whenever it becomes necessary.

v) Indents Passing

As and when indents are received from experts or departments they must be subjected to the same process of scrutiny as described in section 7.3.3, (ii). Items found already available in the library or on order should be scored out unless additional copies are recommended. Clarification on this point can be sought from the indentor.

After scrutiny, the indent has to be costed. For this, the price of each item should be ascertained from proper sources and the total value involved estimated. The indentor should then be informed of the financial position through an Indent Noting Form. The following details should be included in the Indent Noting Form:

- Number of items recommended
- Number of items already available or on order
- Number of items recommended for additional copies
- Estimated cost of items neither available nor on order
- Estimated cost of items to be duplicated
- Total estimated cost
- Total allotment for the subject/department
- Amount already appropriated
- Balance amount available
- Remarks, if any.

In the light of the above financial report, the indentor would be making suitable adjustments in the items intended or reconfirm the indent. In either case, your next job is recording the items as explained in section 7.3.3 (iii) and merging the cards in the "Books Approved" tray.

vi) Sanction Obtaining

Book selection becomes final only when the formal sanction is obtained from the librarian or any other sanctioning authority. For this purpose, separate lists have to be typed out from subjects or categories of documents as per the classification in the budget allocation. Necessary financial report also should be prepared to accompany the lists, including the total estimated cost, total allotment in each case, amount already appropriated, and balance budget available. Sanction is obtained for each list. If any alteration or deletion is made in the list the same should be entered 'in the respective cards also.

Self Check Exercises

6) State the various routines of document selection procedure in 6/8 lines.

7) State the information to be supplied to the indentor with regard to the book recommended.

Note: i)   Write your answer in the space given below.

       iv) Check your answer with the answers given at the end of this Unit.

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7 4   DOCUMENT PROCUREMENT

Once selection is finalised the library has to proceed with the procurement of documents. Hence, this section is devoted to the work of procurement, its planning and procedure.

7.4.1   Planning

Procurement has to be planned with due regard to matters like different means of procurement, preparations and arrangement for ordering, like the choice of the supplier and the terms and conditions of supply, the different types of orders to be placed, etc. These are the points elaborated below:

A)   Means of Procurement

Books and other documents can be acquired by five distinct methods. They are:

- Gifts/donations
- Exchanges
- Purchase
- Institutional membership
- Deposit system

Since lie library can have unlimited funds for acquisition of reading materials appropriate to the users' needs, it is suggested that a library procure documents using all the methods, the preferred sequence being gifts, exchange and purchase.

i)   Acquisition Through Gifts/Donations

Gifts and donations constitute an important source acquisition of reading materials in a library. Many a library has benefited enormously by accepting gifts and donations. Perhaps, it is a good practice to solicit gifts and donations. However, one must be careful in accepting them as it may cause administrative problems involving the procedure of acceptance, technical processing, placement, and maintenance. In addition, cost of maintenance should be considered before accepting gifts.

Generally, individuals bequeath their personal collections. While some may not put conditions, others do. For example, they may insist that all documents (irrespective of whether they are useful or not) should be accepted and also that they should be placed as a special collection. This may not be acceptable to the library concerned due to:

i) Irrelevance of some documents to the subjects of interest of the institution.

ii) Difficulty in maintaining as a separate collection as merging with the general collection is more helpful.

iii) Space considerations.

iv) Financial considerations, like cost of maintenance, etc.

Thus, the librarian should make it clear to the donor, right at the beginning, that he is willing to accept the gift collection only and only if he is given a free hand to take decisions - of integrating into the general collection, discarding, exchanging, etc., - regarding its use or otherwise. Hence, it is suggested that every library should formulate a policy regarding acceptance or rejection of gifts.

In addition to personal collections, there are unpriced publications distributed free by many agencies. These also come under the category of gifts. Hence, it is necessary that the librarian be vigilant enough to observe and request for such publications. To ensure that he does not miss such announcements, the librarian should write requesting that the name of his institution be put on the mailing list of these agencies.

Some libraries are designated as Deposit Centres and receive free copies of publications brought out by Governmental and non-governmental organisations. Karnataka University Library is a Deposit Centre for U.N. Publications. Under provisions of the copyright Act or the Delivery of Books and Newspapers (Public Libraries) Act, 1956, some national and state level libraries receive free copies of all publications originating in India.

ii) Acquisition Through Exchange

Acquisition through exchange is another mechanism by which Collection Development can take place. Of course, it goes without saying that the library should have material (like duplicates or publications of its own or of the parent body) that can be exchanged. The United State Book Exchanges established in 1948 acts as a pool for participating libraries who want to dispose of their duplicate materials of value to get in return other materials which they do not possess. Other examples of organisations facilitating exchange are Medical Library Association, American Association of Law Libraries, American Theological Library Association and Unesco's Library Division. As a mater of fact, the Unesco Bulletin for Libraries (when it was existing) used to have a section listing the materials available on an exchange basis from foreign libraries.

iii) Acquisition Through Purchase

Since the library cannot build its collection purely on the basis of gifts and exchanges, acquisition by purchase becomes inevitable. But no library can purchase all relevant documents owing to limitation of financial resources. Therefore, it becomes necessary to make a judicious selection of all documents considered relevant to the library before purchasing them. It is here that Ranganathan's Five Laws of Library Science and Principles of Book Selection come in handy. It is assumed here that the librarian has acquired the necessary knowledge and skill to select the best documents for the library concerned.

In regard to acquisition by purchase, a number of methods are followed by libraries. They are:

1) Tender system
2) Quotation method
3) Direct ordering with publishers
4) Standing vendor method
5) Dealer Library Plan (DLP)
6) Standing order
7) Books-on-approval
8) Open purchases

1) Tender System

In the tender system, each list of books selected is sent to a number of booksellers who are requested to quote their lowest price for each book. The orders are placed with the bookseller offering the lowest quotation for each book. This is a rather cumbersome process and involves a lot of paper work and is time-consuming. As a consequence, the library would be unable to spend the funds within a given time resulting sometimes in the lapse of unutilized funds. Further, it is seen that booksellers offering the lowest quotation are unable to supply in time as the concerned books may not be in ready stock with the bookseller.

2) Quotation Method

In the quotation method, various booksellers are requested to give their lowest quotations for various categories of documents, trade discounts on Indian and foreign books, if any, and the conversion rates for foreign currencies. This procedure is repeated at the start of every financial year. The quotations received are tabulated and approval sought from the concerned sanctioning authority. Generally, firms giving the lowest quotations are selected. Efficiency, organisational and administrative capacity and capability of the booksellers (based on past experience) are considered along with the quotations offered by them.

This method is different from the tender system where the lowest quotation for each book is the basis for the selection of the bookseller.

As this method has not been very successful due to the monetary changes taking place from time to time, a Good Offices Committee consisting of representatives of the Ministry of Education, the University Grants Commission, Librarians, Indian Library Association and Publishers has been formed whose main task is to fix the conversion rates from time to time. These rates are accepted by all. This system has the advantage that books can be ordered from any bookseller who accepts the conversion rates of the Good Office Committee. This simplifies

procedures as far as individual librarians are concerned as it is trouble-free and the question of audit objection does not arise.

3) Direct Ordering with Publishers

Due to the inefficiency of local booksellers, many a library has resorted to the practice of directly ordering with publishers or their local representatives/dealers. This may involve a lot of paper work as far as the individual library is concerned since it involves getting drafts from banks, transmitting them to publishers, correspondence with publishers for non-receipt of documents, etc. But, once the procedures are streamlined, the problems encountered, if any, would be few in number. The difficulties one may encounter in direct ordering are in relation to import licences and foreign exchange regulations.

Direct ordering with publishers in regard to periodicals is extremely advantageous vis-à-vis local vendors.

4) Standing Vendor Method

Standing vendors are appointed for the supply of books and other reading materials to the library. Their selection would depend on their efficiency as well as the lowest quotations offered. The standing vendors so selected are appointed for a year or two under prescribed terms and conditions of supply. If, subsequent to their appointment, it is found that their performance is far from satisfactory, their appointments would be terminated and new ones made.

5) Dealer Library Plan (DLP)

Under this plan, as agreement is reached between the library and the publishers or a group of publishers whereby the publishers send books as soon as they are published to the concerned library on specific subjects to selector reject them. It maybe worth noting that under the DLP, the library may get books earlier than the local booksellers. One of the advantages is that books published are made accessible immediately to the library for selection and procurement. However, one disadvantage may be that the library may receive books not compatible with its particular requirements. This problem can be overcome by the publisher exercising care in sending books relevant to the organisation's interests.

6) Standing Order

Certain books called as Series books, Multi-Volumed books, Instalment books, and Subscription books are not published simultaneously but are published over a period of time in different years. Hence, individual libraries resort to the practice of placing "standing orders" so that the library receives the books as and when they are published without any loss of time. This procedure eliminates 1) the need for watching out for publication announcements; and 2) correspondence with publishers/booksellers.

7) Books-on-approval

In an effort to improve their business, it is a practice among publishers and booksellers to send books-on-approval to libraries for selection and ordering. Alternatively, the librarian and/or the users visit book fairs, book shops and bring books on approval. These books on approval are then scrutinised by a committee for their relevance and those selected are ordered for by the library concerned. This has the advantage that the library can peruse the book before ordering. Any ambiguity that may exist in the title can b. verified by going through the contents of the book. In other words, the chances of selecting irrelevant books are reduced. But one disadvantage may be that books sent an approval may be those remaining unsold.

8) Open Purchases

Once the library has decided about the terms and conditions of supply like trade discounts (say 10% on books) and conversion rates in relation to foreign currencies (like the recommendations of the Good Office Committee), open purchase is possible from any bookseller. Open purchases are becoming common now-a-days. Book Fairs whether in Pragati Maidan at New Delhi or elsewhere are good examples where open purchases are made by librarians.

iv) Institutional Membership

Institutional membership is another potential resource in collecting documents. The library may enlist itself as member of learned societies and institutions who publish useful materials.

Often the membership subscription may cover the right to receive their publications either free of cost or at concessional prices.

v) Deposit System

The deposit system entitles some specially designated libraries to receive free copies of the publications brought out by governments, national and international organisations, etc. There are many university libraries and state central libraries enjoying these benefits. There are also the national and state legal libraries designated to receive free copies of all publications originated in India, either under the provisions of the Copyright Act or the Delivery of Books and Newspapers (Public Libraries) Act, 1956. In all these cases the recipient library should be continuously on the alert about the new titles and their timely receipt.

Self Check Exercises

6) List the five different means of procuring documents.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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B) Terms and Conditions of Supply

The choice of the supplier is mainly governed by considerations of the maximum advantage to the library. Three major items are there in the terms of supply, namely,

• trade discounts

• conversion rates of currencies, and

• other conditions of supply

These are examined below:

Trade Discounts

Trade discounts area common feature in book purchases. The discounts may vary according to categories of publications. Normally a 10% discount is admissible on books. Indian language publications may have higher discount rates while law books, etc., are short discount items. Government publications carry no discount at all. The rates of discount admitted to libraries by booksellers is part of the discount they themselves get from the publisher. Where competition is acute, a bookseller may even underquote to the extent that actual supply will become practically impossible. To check this unhealthy competition, standard norms would become necessary. One such measure employed in Britain is the Net Book Agreement.

The Net Book Agreement is an instrument signed in 1929 (and revised in 1933) by the Library Association, the Publisher Association, and the Association of Bookseller of Great Britain and Ireland. This trade agreement prevents price cutting in books by prescribing a uniform commission for libraries. Almost a similar agreement is available in India which will be discussed later.

Conversion rates can cause problems in buying foreign books. As you know, exchange rates are always subject to fluctuations. Hence, current rates cannot be applied in fixing the price of books in all cases. Competitive rates will be offered by booksellers. Here again, standard norms are necessary to check the possibilities of underquoting. In India, such a standardisation can be achieved by the recommendations of a body known as the Good Offices Committee.

The Good Offices Committee is a voluntary organisation with representatives of publishers and booksellers' organisations, professional library associations, major university and special libraries and documentation centres, the University Grants Commission and representatives from the Ministry of Human Resource Development. The Committee meets at regular intervals to decide upon the conversion rates of foreign currencies to be applied in the case of books and periodicals, and the rate of discount admissible to libraries. It has among other things recommended a uniform discount of 10% on the published price of all books except the non-discount-or short-discount items. The recommendations of the Good Office Committee are being increasingly accepted by all libraries in India.

Other Terms and Conditions of Supply

Regarding other terms and conditions of supply, the library must ensure that the vendor is made legally and morally bound to supply only the ordered document, in its perfect condition, and at the correct price. A model set of terms and conditions of an agreement between the library and the vendor can be found in the book, *Library Manual* by Ranganathan.

Types of Order

Book ordering practices cannot be the same in all cases. There are:

• Specific Orders

• Blanket Orders

• Standing Orders

• Pre-paid Orders

The large bulk of ordering is for specific items. But others may need a different treatment. Sometimes blanket orders may have to be placed to ensure that no new item published in a specialised subject area is missed by the library. Similarly, standing orders will be needed for the supply of all items belonging to a chosen publisher's series, or for receiving an unbroken set of multivolume books, or a book published in instalments, or books lake annuals and year-books. There are also items needing pre-paid orders. Government publications, subscription books and books supplied on pre-publication orders fall in this category.

Self Check Exercises

9) State the various methods of ordering for books, including the choice of suppliers.

10) Give the composition of the Good Offices Committee and its recommendations.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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7.4.2 Ordering Procedure

In section 7.4.1 we have described the procedure until the selection is finalised and the lists and the cards are forwarded to the Procurement Section for placing orders. What follows in this section is the procedure relating to ordering the selected items. Ordering procedure relates to three stages:

• pre-ordering work

• order placing work

• supply receiving work

i) Pre-Order Work

Pre-order work includes various jobs connected with:

- invitation of tenders or quotations
- tabulating the quotations
- fixing the suppliers or appointing standing vendors, and
- signing the contracts.

In section 7.4 we have already discussed these aspects in detail

ii) Order Placing Work

Order placing work consists of the following job items:

- tallying
- scrutiny and elimination
- sorting
- Costing estimating
- listing
- transmitting
- filing

Tallying means verifying the selection has with the corresponding cards. Each selection list is then subjected to a final scrutiny. This has two purposes: firstly, to avoid unnecessary duplication and, secondly, to sort out items for different means of procurement and different types of orders. The first purpose can be achieved by checking the selection lists or their cards with the following:

- the outstanding orders, if any
- the standing orders, if any w the blanket orders, if any
- the bills on hand
- the supply received
- the catalogue

The second purpose is fulfilled by finding out such items in the selection lists as could be procured through other means like gift, institutional membership, exchange and deposits. Also items needing standing orders or blanket orders are identified at this stag, The lists are men finalised for placing orders after necessary eliminations. The cost incurred by each list is then verified and the amount noted in the Budget Allocation Register. Order Lists are then pre-pared, generally in triplicate. A printed order form can be used for forwarding the original of the Order List to the supplier. The order is transmitted with the signature of the librarian. The second copy of the Order List can be sent to the indentor or the ⁻department concerned for information. Such intimations should be sent to the individuals also in the case of items suggested by them. The third copy of the Order List is filed in the section. The cards belonging to the ordered items are then taken, order details noted in, and arranged in a tray labelled as "Books-on-Order". The rest of the cards are separately filed for appropriate action.

iii) Supply Receiving Work

Supply receiving work includes jobs like

- taking delivery
- tallying, collecting and checking
- cards picking and noting
- transmitting for accessioning

Books may be supplied either by personal delivery, or by parcel service. In the latter case the vendor would have sent the way-bills. Arrangements should be made with clearing agents for taking delivery of the parcels. In either case, supplies are effected along with bills. The books

supplied should, first of all, be checked with the bills. The bills and the books are then matched with the Order Lists. If discrepancies are noted either in the items supplied, or the physical condition of the books, or the prices given in the bills, they are notified to the supplier and got corrected. Extreme care must be taken to ensure that the books are in perfect condition. Possibilities of damage in transit, defects in binding, missing sections, etc., should not be over-looked. Once the supply is found acceptable after the tallying, checking and collating as explained above, the cards relating to the items supplied and accepted are picked out from the "Books-on-Order" tray and the supply date and bill number are duty entered. The books along with the bills and the cards are finally transmitted to the Accessioning Section.

Self Check Exercise

11) List the jobs involved in order placing and supply receiving works.

Note: i)   Write your answer in the space given below.

   ii) Check your answer with the answers given at the end of this Unit.

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7.4.3   Job analysis

Thus, the distinctive work of the Book Order Section is to be planned with reference to the following factors:

a)   Standing vendors

b)   Enquiries and quotations for unusual individual books

c)   Ordinary Books

d)   Standing order books - Series books, Multi - volumed books, Instalment books, Subscription books.

e)   Gift books.

The work in relation to the above factors consists of the following items:

Standing Vendor

- Calling for terms of supply

- Tabulating the terms of supply

- Standing vendor appointing

Enquiring and Questioning For Unusual Individual Books

- Quotation calling or enquiring

- Quotation tabulating

Ordinary Books

- Tallying and sorting work

- Final checking work

- Order preparing work

- Doubt clearing work

65

- Ordering work
- Post-order work
- Book supply receiving work
- Unsupplied books disposing work
- Vigilance order work

Standing Order Books

Work relating to standing orders is similar partly to the work relating to ordinary books a partly to the work relating to periodical publications.

Gift Books

- Gift soliciting
- Solicited gift accepting

Details regarding each job and the routines to be followed are discussed in Ranganathan **Library Administration.** As in the case of the Book Selection Section, a Table of Correlation and art Illustrative Time Scheme is given for the Document Procurement or Book Order Sections.

7.4.4   Problems in Acquisition

Acquisition work is not an easy task. It has got its own problems. Some are common to libraries everywhere while some are peculiar to India. Major problems are brought out in t section so that you can be prepared to face them. They are:

- conflicting factors of demand, supply and finance;
- the situation created by far-off book markets;
- the difficulties in dealing with local book suppliers;
- the problems relating to foreign publications;
- the special problems concerning Indian publications;
- publications needing pre-paid orders; and
- the question of out-of-print and rare books.

Conflicting Factors

Demand, supply and finance are the three major factors governing collection development. Both demand and supply will be increasing while finance will be always inadequate. If mind is to be fully satisfied, a library will have to buy more and more items. This is particularly so since more items are being published everyday. New items published will naturally stimulate more reading and in turn place more demands upon the library. In order to meet growing pressures of demand, funds at the command of the library also ought to grow. But, generally, this does not happen. On the country, library budgets are very often subjected to severe cuts on account of other priority allocations. Even in cases where funds remain static, the purchasing power of the available money may go down due to inflationary trends. To make matters worse, the prices of reading materials have always a rising trend. The ultimate result of this conflict of factors is that the library will not be able to buy all that it should. This is the case with even the richest library in the world. Therefore, you must know how to utilise the available money in the most judicious manner. As advised by Mellvile Dewey, your motto must be "the Best Reading for the Largest Number at the Least Cost". The principle under the balancing of the three conflicting factors - books, readers and money. You have to ensure that the funds are expended in a such a manner as to build up a well-balanced purposive library collection. Strict financial discipline, therefore, is needed in acquisition work. A tool which will help you in observing this financial discipline and in ensuring a balanced growth of the collection is the budget allocation. This is dealt with in section (iii) 7.3.1.

Far-Off Book Marko

Proximity to major book markets is an important factor in collection building. The b markets in India are concentrated in the cities of Delhi, Bombay; Calcutta and Madras. While

libraries in these cities are in an a0lantageous position, those in other parts of the country do not have easy access to these book markets and their large stocks.

Local Book Suppliers

Every library has to depend on local booksellers for most of the supplies. Unlike the major outside book markets referred to earlier, local book shops do not usually stock many publications of interest to libraries. Their main aim may be casual readers and counter sales. Supply against specific orders will not be always prompt and effective sins; their investments in business will be small and machinery for procurement weak. As a result, orders for many items may not be executed. They may even underquote and take the orders. But they will be more eager to push in their unsold stock to libraries than in supplying the ordered items. Libraries also, after having waited too long for supply of ordered items, will be made to go in for whatever the bookseller has in stock before the lapse of the financial year.

Foreign Publications

Libraries in India have to depend heavily on foreign publications. These are mostly expensive. They will not be adequately stocked by Indian booksellers or even the publishers own representatives. Procuring them from abroad against orders may take 3 to 6 months. Even then the final supply will depend upon the bookseller's trade connections and credibility, various import regulations and formalities, and other factors. The situation can be overcome if you exercise sufficient caution in the choice of your supplier. Further, you will have to initiate your orders for foreign publications early enough taking into account the time factor.

Indian Publications

Publications of Indian origin have their own special problems. Firstly, the publishing industry in the country is not fully organised. Although there are many well town publishing houses, their total output is less than the total output of the unorganised sector which consists of numerous small-scale and newly emerging publishers. Secondly, it is a common practice in this country for authors to function as their own publishers and distributors. Thirdly, publishing in Indian languages is almost completely regionalist. Because of these and other reasons, it is difficult for libraries to keep track of all Indian publications. A large bulk of them, therefore, remain relatively obscure as they do not reach the booksellers in all parts of the country. As acquisition librarians you will have to be constantly alert and watchful about the announcements, advertisements, reviews and other information about these publications.

Pre-paid Publications

At least two categories of publications have to be ordered with advance payments. They are government publications and books on pre-publications sale. The first category is not marketed through booksellers. Orders have to be accompanied by advance payment in full. The second category represent a growing phenomenon today in Indian publishing. Pre-publication prices are usually lower than their catalogue prices and thus the library will be gaining some money in ordering with advance payments. The risk in not responding to pre-publication announcements is that such items will not be available for purchase later. The publishers in these cases have a tendency to print copies only to supply against advance orders. To be able to acquire both the above categories of publications you roust obtain the necessary financial sanction since the rules in force may not generally permit advance payments for books.

Out-of print and Rare Books

No library can confine its collection to current publications only. In each of the subject areas there may be some old, out-of-print and rare documents of classical value. Their inclusion would enrich the library collection- But these items will not be available for purchase through normal trade channels. You need to make special efforts to acquire them. There may be a few book shops here and there which deal in second-handbooks, You have to keep yourself in regular contact with these second-hand booksellers through correspondence or personal visits. Available items have to be negotiated for and purchased. Personal collections are also a possible source to be explored. Useful items may be acquired if possible as gifts or through outright purchase.

Problems in relation to Standing Order Books/Society Publications/Reports/Con- ference Proceedings

Standing order books include the following:

a) Books belonging to a series whose volumes the library has decided to buy are referred to as Series Books.

b) Books in two or more volumes, all the volumes not being published simultaneously and referred to as Multi-Volumed Books.

c) Books in parts or in fascicules and referred to as Instalments Books.

d) Books for which advance payment has to be made in full or in part before actual publication and referred to as Subscription Books.

The above-mentioned books as is obvious are not published simultaneously but published in different years. Unless a suitable mechanism is devised to deal with such cases, it will lead to the library possessing incomplete sets to the great annoyance of the readers. In addition, in case of pre-paid publications for which advance payment has been made, the library staff should ensure their receipt as non-receipt may invite audit objections. Another complicating factor is that pre-publication prices are lower than their catalogue prices. Hence, if the librarian does not respond to pre-publication announcements at the appropriate time, the library concerned may have to pay the catalogue prices which are higher and in some cases it has to go without the document concerned as the publishers have a tendency to print only as many copies as have been ordered.

In all the above-mentioned cases, it is necessary to obtain financial sanction as normally advance payments are not permissible, especially in government or government-aided libraries.

Society Publications are important in decision-making situations at all levels of research activities. However, they are not easily accessible. The reasons for their non-availability through normal trade channels and the consequent problems may be categorised as follows:

a) Cost: Societies being non-profit-making organisations, keep the cost of their publications low in comparison to commercial publishers. This, in turn creates the problem of:

i) Booksellers not supplying books as it is not profitable for them vis-à-vis the expenditure incurred. Hence, they demand handling charges. Either the library has to pay additional charges or go without the publications.

ii) Societies are not willing to supply to booksellers as it involves credit facilities and clerical work. They prefer advance payment covering the cost of the document, packing, handling, postage, etc., from the purchaser.

b) Stocks: Societies bring out limited numbers of copies based on pre-publication booking. Hence, if one does not order in advance and make payment, the chances of getting a document are remote. Thus, publications of societies tend to become out-of-print and rare as soon as they are published.

c) Time: To procure photocopies or microform of societal publications is time consuming.

In addition, the societal publications may be published in languages other than English and hence require to be translated for the use of the end user. This would involve time and cost.

Reports, especially scientific and technical reports, contain a substantial proportion of research information and are not available through normal trade channels. Another problem in acquiring such reports is that they are most often classified as "Restricted", "Confidential", "Secret", "Official use only", etc. Therefore, it is not possible to obtain such reports, even after writing to the institutions that publish them. However, some institutions supply their reports on an "exchange basis". Therefore, procurement of reports by individual libraries is made difficult. In recent times, however, procurement of reports (other than secret/confidential, etc) has been made easier by centralised agencies like the National Technical Information Service (NTIS), and the International Nuclear Information Service (INIS) which are involved in activities like procuring and supplying reports. One other problem encountered in the context of reports is that the reports may contain two or more report numbers. So, there is a possibility of ordering the same report by different report numbers resulting in "duplications".

Proceedings of various conferences, seminars, symposia, and workshops are another category of publications whose procurement poses problems to librarians. It has been said that: the chances of finding and obtaining conference papers is normally not more than 1/2".

Another problem encountered is that a paper presented to a conference may be classified as a report (as it is the outcome of an experiment or programme) and published by the institution concerned. Sometimes the whole proceedings of a conference may be published either as a

report or in a journal of the sponsoring organisation. This may result in "duplications" in the library.

7.6   DOCUMENT ACCESSIONING

All the books and documents received in the library are taken into its stock by a process called Accessioning which involves the assignment of a serial number called Accession Number. In the case of books donated, they are assigned a Donation Number in addition to the Accession Number. When loose issues of periodicals are bound into a volume, they are given accession numbers. While in some organisations the accession numbers are given to documents after technical processing, in others, its is done first. Once an accession number is assigned, it is deemed to be the property of the library.

7.5.1   Planning

Many consider that accessioning is a mechanical process and easy to perform. On the contrary, it requires much experience and judgement. Some of the factors that make accessioning of documents difficult pertain to:

*   Definition of "volume"

*   Periodical publications

i)   Definition of "Volume"

Economy in the cost of binding. reduction in the number of undersized volumes difficult to handle, the need for splitting over thick and composite books that may admit of such treatment and several other considerations stand in the way of counting every volume that arrives in the library as a separate book for accessioning solely on the basis that they were stitched or cased and issued separately by the publisher. Hence, one requires a good deal of judgement in deciding what constitutes a volume for the purpose of assigning a single accession number,

ii)   Periodical publications

Periodical publications present a series of complications like different sequences of pagination and the existence of more than one title page in the same volume. In such situations, the question arises as to whether the volume should be separate as per the title pages and each part accessioned and bound separately.

7.5.2   Factors in Planning

As mentioned in Sec. 7.5.1, all books and documents received in the library are taken into the stock of the library by a process called accessioning. These are received into the library by four distinct streams or paths:

i)   Documents acquired by the Book Order Section

ii)   Documents acquired by the Periodical Section

iii)   Documents received as Unsolicited Gifts

iv)   Documents received on Exchange.

Therefore, the distinctive work of the Accession Section is to be planned with reference to the following factors:

a)   Ordered books;

b)   Accession; and

c)   Unsolicited Gift books.

7.5.3   Accession Register

The basic question involved in accessioning work is the choice of the Accession Register. The Accession Register is the basic record in the library about each document forming part of its collection. The details to be included in the Accession Register and a specimen of its page are given in section 7.7. The general practice in libraries is to have a single register in which all types of documents whether purchased or received as gift or on exchange or as deposit are entered. But some libraries have the practice of using separate accession registers for gifts and for deposited items still another practice is to have the accession list in card form. In this case, the card used at the stage of book selection will be converted into the accession card and filed in the accession number sequence and kept under safe custody. A model of the Book Selection-cum-Accession Card is also given in section 7.7.

7.5.4   Job Analysis

The work of the Accession Section in relation to the above factors consists of the following items:

- **Ordered Books**
  - Supply Scrutiny Work
  - Wrong Supply Work
  - Bill Passing Work
- **Accession**
  - Collating Work
  - Transmission Work
  - Accessioning Work
- **Unsolicited Gift Books**
  - Gift Accepting
  - Donation Card Writing
  - Donation Acknowledging

7.5.5   Accession Procedure

The following jobs are involved in accessioning:

- arranging the bills and the books in a parallel sequence
- entering details in the Accession Register
- writing the Accession Number on each book
- certifying the bills
- transmitting the bills for passing work
- transmitting the books for processing
- noting and filing the cards.

Documents are entered in the Accession Register date-wise according to their receipt in the library. All purchased books are entered in the order of the bills. For this purpose, the bills have to be first arranged in the ascending order of their dates. Books covered by each bill then have to be arranged and kept in the order in which they are listed in the bill. Book after book and bill after bill are then entered in the Accession Register keeping the Accession Numbering

running continuously. The Accession Number getting assigned to each document entered in the Accession Register will be a unique number which can identify that document. The Accession Number is then written legibly on the verso of the title page of the book and, if necessary, on a clue page. The same number is then noted in the bill against the item. After entering all the items covered by one bill a certificate must be famished on the bill which should read as follows:

> *"Certified that all the books as per the bill have been duly entered in the Accession Register vide numbers from…………to………."*

The bills relating to the books accessioned are then handed over for Bill Passing Work while the books are sent to the Technical Department for processing. The cards belonging to them, after noting the date of accessioning and the Accession Numbers, are filed in a way labelled as "Books-in-Process".

7.5.6 Passing of Bills

The various jobs involved in the Bill Passing Work are:

- Checking

- Certifying

- Passing

- Transmitting

A, serious risk involved in Bill Passing Work is either double payment or over-payment. Sufficient caution should be exercised to avoid both. Every bill should be carefully scrutinised by checking the calculations and totals, the conversion rates, and the trade discounts provided. When verified and found correct a certificate to that effect should be famished on each bill. This should read as:

"Certified that the net published prices at the approved rates of conversion have been charged, and agreed rates of discounts have been allowed".

Each certified bill together with the Accession Register should be placed with the librarian for the final passing. He should satisfy himself after checking the bill and the corresponding entries in the Accession Register. He then should put his initials on the Accession Register and pass the bill for payment. This is done by writing at the bottom of the bill the words "Passed for Payment!" and putting his signature and office seal below. The passed bills are then transmitted to the Account Section for effecting the payment.

Self Check Exercise

13) State the routine steps of accessioning documents in a library.

Note: i) Write your answer in the space given below.

  ii) Check your answer with the answers given at the end of this Unit.

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7.6 NON-BOOK MATERIALS

The term "non-book materials" (=NBM) includes four categories of information sources drawn from the second edition of the Anglo-American Cataloguing Rules (AACR), namely:

- sound recordings;

- video recordings, including interactive video discs;

- graphic materials-photographs, illustrations, postcards and slides;

- micro-computer software, including CD-ROM

In addition, other forms covered by the term NBM are microforms -microfilms, microfiche, etc., models, wallcharts, etc. As a matter of fact, microform dates back to the year 1839 when John Benjamin Dancer, an optician and professional photographer, produced the first micro-photograph. These microforms, perhaps, offer an alternative to book storage and help in solving the space problems encountered by libraries.

Commenting on the value of NBM, it was said by Leslie Gillert and Jan Wright as early as 1971 that

"NBM have increased the range and means of obtaining and exploiting information for teaching, learning and research purposes, but to separate books from NBM is to divide information into false compartments. Hence, it is essential that books and non-books can be jointly identified and located to meet particular needs"

In spite of this recognition, NBM have not become popular in libraries due to the following reasons:

i)   A lack of understanding or only recent concern with the learning processes by university academics.

ii)   The strong belief in the primacy of the printed word for research collections.

iii)   Little demand from users, who, perhaps, were dominated by the conventional information resources and with little exposure or access to NBM.

iv)   Lack of motivation and funds to build up NBM collections, etc.

Self Check Exercise

14) State the four categories of non-book materials.

Note: i)   Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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7.6.1   Acquisition of NBM

Once it is decided that NBM will form a part of the collection of the library, efforts should be made by the librarian to make a planned selection of NBM that would satisfy the differential requirements of all the clients. But, it is not an easy task due to some aspects that are peculiar to NBM. Hence, the librarian should acquire the necessary expertise - i.e., knowledge and skill for identifying various sources of supply and a familiarity with problems hampering acquisition of NBM.

While the general procedure for selection and procurement of books would be applicable to non-book materials also, it must be remembered that since the physical attributes, production and publishing of NBM are different, appropriate modifications should be effected in their acquisition. Unlike books which can be procured through local vendors, NBM producers distribute their own material and consequently there is no equivalent to the book shops in the NBM field. Further, since NBM are fragile, the publishers insist on the library paying for any material which is damaged during preview. In addition, NBM are not available on approval like books due to i) their fragile nature; and ii) perhaps, more important, due to the dishonesty

of some librarians who copy the material and return the original! Another problem in NBM acquisition is the lack of bibliographic control which makes it difficult to the librarian to identify NBM available in the production and distribution agencies. Bibliographic tools for NBM are, perhaps, conspicuous by their absence, or, if they are present, they are very few in number. In other words, there does not seem to be any coherent bibliographic system for NBM. These are merely hundreds of separate publishers' catalogues and lists. Therefore, it may be crucial for librarians wanting to build a NBM collection to establish contact with other librarians, to attend exhibitions and visit suppliers. It may also be useful to read the case studies of libraries in NBM published in the periodical *Audio-Visual Librarian.*

However, there are some secondary publications from the United Kingdom, for example, which may be used for selection and acquisition of NBM:

Sound Recordings	:	*National Sounds Archive's Directory of Recorded Sound Resources in the United Kingdom.*
Video Recordings	:	*British National Film and Video Catalogue (BNFVC); British Universities Film and Video Council Catalogue (BuFVC Catalogue); the Video Gallery; Educational Film / Video Locator Lists; Library Video Magazine, etc.*
Videodiscs	:	*International Bildplatten Katalogue; the Videodisc monitor; Interactive update*
Graphics	:	*Illustrations Index*
Microcomputing Software	:	*Directory of Hardware and Directory of Software (National Computing Centre); Personal Computer World; Educational Computing; the Computer Users Yearbook and Software Users Handbook.*
CD-ROM	:	*CD-ROM Directory; CIMTHECH; Library and Information Briefings (from Central London Polytechnic Library and Information Technology Centre); Publishers, Catalogues (Silver Platter, Multi-lingual , UMI).*

In this context, it is appropriate to mention that a number of general issues - storage, label-ling, security, copyright and cleaning - concerning the physical attributes of NBM require policy decisions by the librarians concerned.

To conclude, the collection management of TWAM involves a process *similar* to that adopted for print materials while taking into consideration the physical attributes of NBM.

7.7   RECORDS AND REGISTERS

The Acquisition Department has to use appropriate records, registers, files, forms and other stationery at the various stages of its operation and procedures. Necessary forms and stationery have to be evolved from experience as need arises. This section however, will deal with some of the basic records and registers.

They are:

- Book Selection Card
- Budget Allocation Register
- Accession Register
- Work Diary
- Files.

7.7.1   Book Selection Card

The purpose of the selection card is to record data relating to the document under consideration. The essential and desirable data elements of this record were listed in section 7.3.3 (iii). The chief advantage of adopting the card form for this record is the flexibility in arrangement

and operation. In fact it is the same card which is written at the stage of initial recording of a document that is passing through the different card files corresponding to successive stages of operation, as shown below:

* Books Selection

* Books Approved

* Books-on-Order

* Books Received

* Books-in-Process

It is usual for libraries to use printed selection cards. A suitable format for this card can be designed by the library. In Illustration-1 a sample book selection card is given. An alternative model is given in Illustration 2.

7.7.2   Budget Allocation Register

This is the basic financial guide for acquisition work and this must be consulted at the different stages of document selection, ordering and passing of bills. If necessary, copies of the register can be made for use in the Document Selection Section, Document Procurement Section and Document Accessioning Section. A page of the Budget Allocation Register is shown in Illustration 3.

7.7.3   Accession Register

The importance of the Accession Register was pointed out in Section 7.7. The standard size of an Accession Register is 16" X 13". In Illustration 4 you will find the columns provided in an Accession Register.

7.7.4   Work Diary

The Work Diary is a desirable record to be maintained in the Acquisition Department. The diary can be written on a daily or weekly basis. Monthly and annual statistics can be taken from the diary for reporting as well as for work evaluation. All quantifiable job items can be accounted for through the diary, like the number of

* titles noted for selection

* title intended

* titles suggested

* titles scrutinised

* selection cards written

* titles forwarded for approval

* titles listed for order

* titles checked for ordering

* titles ordered

* titles supplied

* titles accepted

* titles passed for payment

* titles forwarded for processing etc.

7.7.5   Files

A number of files relating to the various stages of operations have to be maintained in the department. Some of them are listed below:

Budget	Exchanges
Enquiries	Quotations
Indents	Standing Order
Suggestions	Blanket Orders

Consultation	Routine Orders
Sanction	Pre-paid Orders
Gifts	Direct Orders
Institutional Membership	Miscellaneous
Deposits	

7.7.6 Some Observations

The Acquisition work of a library is one of its house-keeping activities. The end re work can be integrated with the other major housekeeping operations such as cataloguing, serial con¹rol and circulation. They may be computerised, even in small libraries, with a judicious selection of a hardware configuration and use of an appropriate software package.

Self Check Exercise

15) Name the records, registers and files that are maintained in the acquisition department of a library.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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Illustration 1

Book Selection Card

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Cl  No.                    Subj

Auth

Title

Series
                                                            (Recto)
Edn         Yr      Pub

Size        Coll                   Vol          ISBN

Ind by

Sug by                                          Price

Source

                        O
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Notd by	recom
Scrut by	Copies orderd
Appro by	recd
Sanct by Order No.	Vendor
Order by & date	Bill No.
Recd on	Acc No.
Check by	
Acces by	
Pass by	
Paid on	

(Verso)

Illustration 2

Book Selection-cum-Accession Card

Ac N	Don N	WIN
Cl N		
Auth		
Title		
Size Col	Ed	Yr
Pub	Pub Price	
Series etc.		
Review		
Reference		

(Recto)

Vendor					Indian		
	Date	Initials	Order N		Cost		
Sel			Voucher N		Foreign		
Appr			Cum N	Cur Yr	Total		
Order			of vol in				
Rec							
Paid			Sub				
Acces							
Cut			Lang				
Class			Cum	Rs	P.	Rs	P
Catal			Cost				
Shel			Sub				
Bound							
Weed			Total				

(Verso)

Illustration 3

Budget Allocation Register

(Name of the Library)
BUDGET ALLOCATION REGISTER

Year: . . . .

Subject/
Department . . . .

Amount allocated
original   . . . .
additional . . . .
Total   . . . .

Sl. No	Date	Voucher No.	Amount	Total	Balance	Remarks

Illustration 4

(Name of the Library)

ACCESSION REGISTER

Date	Acc. Number	Author	Title	Publisher & Place	Vol.	Edn.	Yr.	Pp.	Source/Bill No. & Date	Order No. & Date	Cost	Remarks

7.8   SUMMARY

Collection building is of fundamental importance to a library. A good collection does not just happen; it has to be meticulously planned and systematically developed. Therefore, collection development is one of the basic responsibilities of a librarian. He needs both professional training and practical experience to fulfil this responsibility. It is an area where sound theory must be transformed into systematic practice.

We have made a broad approach to this area of collection development, highlighting some of the basic procedures and routines. This work is based on the aims and objectives of the library and policies laid down for selection and acquisition. We have examined acquisition work in three major blocks, viz., Selection, Procurement and Accessioning. A number of problems arise in the process of Selection and Procurement in Indian libraries, which are spelled out in detail. The functions, operations, methods and routines, processes and various practices, including records, registers and files, are discussed with reference to the three major areas of acquisition work.

The work of acquisition, barring the work of scanning and selection, can be computerised. Computer files can be created for all the records, registers and files mentioned in this unit, which cart speed up operations and increase productivity and efficiency.

7.9   ANSWERS TO SELF CHECK EXERCISES

1)   The factors that govern the acquisition of documents are:
    a)   Overall aims and objectives of the library
    b)   Library's established policy of book acquisition
    c)   General principles of selection of documents
    d)   Users' needs and demands
    e)   Availability or supply of documents
    f)   Funds available.

2)   Factors that govern planning of routines of document selection work are a) ascertaining and assessment of demand, expressed or unexpressed, actual or potential; b) sources of acquisition for current as well as retrospective materials; c) fund allocation involving different levels of responsibilities and authorities, both administrative and financial, for books, periodicals, etc.; d) personnel comprising the head of the library, more particularly the acquisition staff, library authority and book selection committee.

3)   The major categories of book selection sources are trade catalogues issued by individual publishers and booksellers;
    Book trade journals; previews and announcements issued by publishers;
    Book reviews appearing in newspapers and journals; book review journals; book selection lists brought out by professional bodies; lists of textbooks prescribed for various courses of studies; published catalogues of book exhibitions and book fairs; published catalogues of important libraries; subject bibliographies and subject guides to public and other libraries; national bibliographies; comprehensive retrospective bibliographies; catalogue of secondhand booksellers.

4)   The process of selection of documents for a library would involve the librarian, the acquisition staff, the subject experts, the book selection committee and the library authority.

5)   The bibliographical data that should go into a book selection card are broad subject name or class number; full name(s) of author(s); full title with sub-title, if any, full names) of collaborators(s), if any, edition number, if any, imprint (place, publisher and year); series, if any; collection (number of pages, type of binding, illustrations, etc, size; ISBN; price.

6)   The various routines of document selection procedure are scanning current sources regularly and old sources when necessary; scrutinising or checking various files to avoid duplication; recording the data systematically; consulting subject experts to get approval of selected items; indent passing and costing the indented items; sanction obtaining from competent authority; forwarding the selection items for purchase.

7) The indentor should get the following information:
   a) Estimated cost of the indent
   b) Balance amount available

8) The different means of prowling documents are:
   Purchase; Gift; Exchange; Institutional membership; Deposit.

9) The ordering methods including the choice of suppliers are:
   By inquiry and calling for tenders; calling for quotations; choice of a standing vendor;
   Book-on-approval; open purchase; direct ordering with publishers.

10) The Good Offices Committee is a voluntary body with representatives from organisations of booksellers and publishers, professional library associations, major university and special libraries, documentation centres, and the University Grants Commission.
    It recommends, among other things, a uniform discount of 10% on the published price of all books except the non-discount or short-discount items and the conversion rates of foreign currencies to be applied in the case of books and periodicals.

11) The jobs of order placing are: Tallying, scrutiny and elimination, sorting, cost, estimating, listing, transmitting and filing.
    The jobs of supply receiving work are: taking delivery; tallying; collating and checking; cards picking and noting; and transmitting for accessioning.

12) The major problems are : a) Far off markets from most libraries,; b) limitations of local booksellers; c) foreign publications, involving high costs and time to obtain; d) special problems of Indian publications such as poor organisation of the Indian book publishing
    trade, small publishers; e) risk in making advance payment for pre-paid publications and advance payments in full to government publications; f) purchase of out-of-print books from second hand dealers, etc.

13) The routine steps involved in accessioning are: Arranging the bills and the books in parallel sequence; entering details in the Accession Register; writing the Accession Number on each book; certifying the bills; transmitting the bills for passing work; transmitting the books for processing and noting and filing the cards.

14) The four categories of non-book materials are:
    Sound recordings, video recordings including interactive video discs, graphic materials and micro-computer software, including CD-ROM.

15) The records, registers and files of the acquisition department are book selection card; the budget allocation register; the Accession Register; the work diary and files concerning budget, indents, suggestions, consultation, gifts, institutional membership, deposits, ex-changes, quotations, standing orders, and other types of orders for documents.

7.10 KEY WORDS

Book Markets	:	Places where there are many retail and wholesale bookshops and publishing houses or their local offices in and around,
Clue Page	:	A secret page chosen and uniformly used in all documents belonging to a library for writing the Accession Number. This will be unnoticed by readers but could be used in identifying the document in case of theft, etc., even if the title page has been removed.
Document	:	A generic name for all types of reading materials acquired in a library and includes graphic, printed and processed items.
ISBN	:	The abbreviation standing for the International Standard Book Number. This is a system of assigning unique numbers to individual publications for purposes of document identification and delivery.

Out-of-Print Books	:	Books that are completely sold out and not available in the market.
Profile	:	An organised list of specific topics or information heads compiled out of surveying the needs of a set of information users. The profile explains who is interested in what information, and vice versa.
Subscription Books	:	Books published periodically or at irregular intervals and distributed against advance subscription rather than by sale of individual items.
User Need Survey	:	A survey conducted for a systematic study of the information needs of a specific group of people.

7.11 REFERENCES AND FURTHER READING

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