

MACFAST LIBRARY AND INFORMATION CENTRE

Standard operating procedure

The Standard operating procedure of MLIC are the following

- Faculty and students can recommend periodicals, books and other publications for purchase to the Library. They can recommend the books either through the library website or by taking a print out from the 'library book recommendation form'.
- It is desired that the list of books requisitioned by the faculty for purchase for each department be always routed through the 'Librarian'. The requisitions of students can be got approved by the concerned department heads and the librarian.
- Book purchase in library is a continuous process, on the basis of recommendations through book suggestion register or book suggestion form through library website with the approval from librarian.
- Books are purchased according to priority and available budget to different departments.
- The Library staff usually recommends general reference books and those materials not covered by departmental subject categories.
- Publishers and vendors provide electronic lists of titles available for purchase, and printed catalogues. These are forwarded to the Department heads. The list of books requested by the Faculty and student requests approved by the respective Department heads are considered for purchase.
- Besides catalogues, text book requirements by students are also considered for book purchase. Library also conducts book exhibitions to enable book selection by faculty and students.
- MLIC mainly relies on Management fund. After receiving the recommendation, for Management Fund purchases the library would check for duplication and place the list of recommended books' order to the concerned vendor/publisher.
- Once approved by the Library Advisory Committee for purchase, library staff re-checks the library OPAC to eliminate any duplicate orders. The Library then prepares the final list of books and obtains financial sanction for their acquisition from the Librarian/Principal as per the financial powers delegated to each authority.
- The recommendations of the faculty, the Library may purchase multiple copies of only those books which are found to be in great demand, but not more than three copies of any book are procured. The discount insisted upon would be a minimum of 20% on the printed/publishers price. The exceptions would be Government publications/institutional publications/Regional publications and nil discount items.
- In the case of multivolume books and encyclopedias, efforts may be made to obtain higher discounts. On the basis of service and past records, the review of the vendors/suppliers/publishers will be done on annual basis.

- The Online Purchase, whenever, the faculty need books urgently, the library may purchase those books from online book stores like amazon.com, flipkart.com etc. using institutional credit/debit cards or online banking after checking with the library about its non- availability.
- For all the nature of purchases, the same procedure of obtaining approval and financial sanction from the appropriate authority will be followed.