



STANDARD OPERATING PROCEDURE

SOP CODE XLI-001-02	SOP TITLE SUBSCRIPTION OF PRINT JOURNALS
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PART 1

Author <hr/> MS MONA LISA COPPINI SENIOR ASSISTANT LIBRARIAN	
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PART 2

Approver <hr/> MR KEVIN J. ELLUL DIRECTOR LIBRARY SERVICES	
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PART 3

Authoriser <hr/> MR SIMON SAMMUT UNIVERSITY SECRETARY	Date of issue: Date of next revision:
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PART 4 (To be filled in by OOTS, QSU or RSSD)

<input type="checkbox"/> This procedure has been revised and is no longer valid as from: (Write date)	<input type="checkbox"/> Date of NEXT REVISION is extended until: (Max. 4 years)	<input type="checkbox"/> SOP rendered obsolete on: (Write date)
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1. Reason for revision

1.1. Update of SOP as per new UM template

2. Purpose and scope

2.1 This procedure aims to describe the workflow to acquire and process a print journal subscription

3. Definitions

3.1 AIMS: Administrative Information Management Systems. This system was established in order to have an integrated management information system which adequately serves the UM's dynamic demand.

3.2 ALMA: The Library Management System (LMS) implemented by the UM Library in July 2017.

3.3 Cataloguing: It is the process of creating entries for a catalogue. This usually includes bibliographic description, subject analysis, assignment of classification notation, and activities involved in physically preparing the item to be made readily available for consultation by Library patrons.

3.4 F/I/C/S: Faculty/Institute/Centre/School

3.4 LMS: Library Management System. This system is an integrated set of applications designed to perform the business and technical functions of a library, including acquisitions, cataloguing, circulation, and the provision of public access.

3.5 Requisition: A written request for the ordering of materials, equipment, supplies, or services.

3.6 UM: University of Malta

4. Responsibilities

4.1. Roles and Responsibilities of the Director - Library Services:

4.1.1 The Director of Library Services is responsible for approving requests for subscribing to new journal titles.

4.1.2 The Director of Library Services is responsible for approving requisitions and invoices.

4.2. Roles and Responsibilities of the Director's Assistant:

4.2.1. The Director's Assistant is responsible for raising requisitions before confirming purchase of the journal.

4.2.2. The Director's Assistant passes the relevant invoices to the Finance Office.

4.3. Roles and Responsibilities of the Head of the Periodicals Department:

4.3.1. The Head of the Periodicals Department is responsible for checking the price and other information of the journal being purchased.

4.3.2. The Head of the Periodicals Department informs the requester when the journal is ordered.

4.3.3. The Head of the Periodicals Department records the invoices in the LMS before passing them to the Director's Assistant.

4.4. Roles and Responsibilities of the Assistant Librarian:

4.4.1. The Assistant Librarian is responsible for cataloguing the journal and making the issues available to Library users.

5. Health and Safety requirements

5.1. N.A

6. Procedure

6.1 Recommendations for subscribing to new journal titles are normally placed by academic members of staff. Requests are usually sent by email to the Head of the Periodicals Department or to the Director of Library Services. Students recommending new journal titles are asked to channel their requests through their respective supervisors/academics within their F/I/C/S. No requests are processed unless the recommendations are forwarded to the Library and endorsed by an academic member of staff.

6.2 As an administrator, the Head of the Periodicals Department checks the price of the journal on EBSCONET. If for any reason the price is not available on EBSCONET, the Head of the Periodicals Department requests a quotation from the publisher/agent by email. As an administrator, the Head of the Periodicals Department has access to various databases' accounts, can manage databases and retrieve usage reports.

6.3 When the quotation is received, it is passed on to the Director of Library Services for approval.

- 6.4 If approved, a requisition is raised by the Director's Assistant through AIMS, which is then approved by the Director of Library Services.
- 6.5 The Head of the Periodicals Department informs the academic placing the request that the journal has been ordered. Meanwhile, a confirmation email is sent by the Head of the Periodicals Department to the publisher/agent and an invoice is requested.
- 6.6 Once the invoice is received, an electronic copy is uploaded on the LMS. The invoice is then passed on to the Director's Assistant. Invoices are recorded, endorsed by the Director of Library Services and forwarded to Finance Office to effect payment.
- 6.7 Once the invoice is paid, the Periodicals Department starts receiving journal issues.
- 6.8 The journal is catalogued by an Assistant Librarian, thus making the journal available to all Library users.
- 6.9 Issues are then recorded on the LMS, stamped and shelved in order to be accessible to users. When all issues of a particular year are received, they are collected as a volume and sent for binding by the Assistant Librarian. Binding is outsourced to two approved local book binders.
- 6.10 Once a year, usually between October and December, renewals, cancellations and new orders are confirmed for the following year. This is done through emails between the Head of the Periodicals Department and the respective publisher/agents.

7. References

- 7.1 EBSCONET login page, 2017, [Online], Available at www.ebsconet.com [Accessed 13th April 2020].
- 7.2 Online Dictionary for Library and Information Science, 2017, [Online], Available at http://www.abc-clio.com/ODLIS/odlis_A.aspx [Accessed 13th April 2020].

8. List of appendices/worksheets

- 8.1. N/A