



STANDARD OPERATING PROCEDURE

SOP CODE XLI-002-02	SOP TITLE LEGAL DEPOSIT PROCEDURE
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PART 1

Author <hr/> MR JOSEPH BORG HEAD - Melitensia	
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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 This procedure has been revised and is no longer valid as from: (Write date)	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. SOP updated as per new UM template.

2. Purpose and scope

2.1. This procedure aims to define the process of requests made by the University of Malta (UM) Library to receive a free copy of local publications as stipulated by the Malta Libraries Act, 2011.

3. Definitions

- 3.1 AACR2: Anglo American Cataloguing Rules, Second Edition.
- 3.2 Accessioned: Books are entered in the library system in short with their title, author, barcode and payment details.
- 3.3 Finishing: Printing and attaching the shelfmark to catalogued new accessions before shelving them.
- 3.4 Legal Deposit: The submission of a free copy of a requested publication from a publisher within two weeks of the established request having reached the publisher. The Malta Libraries Act (2011) has extended its legal provisions to include the University of Malta Library as the leading academic repository of the nation.
- 3.5 Melitensia Special Collections: Holds works about all aspects of Maltese history and culture, and the Order of St. John, publications authored by Maltese authors on any subject, as well as a wide range of student dissertations.
- 3.6 Selective: It is at the discretion of the University of Malta Library to determine which publications are to be deposited under the provision of legal deposit.
- 3.7 UM: University of Malta.

4. Responsibilities

4.1. Roles and Responsibilities of the Head of the Acquisitions Department:

4.1.1 The Acquisitions Department is responsible for processing the payment request received for the publication being retained at the Melitensia Special Collections.

4.2. Roles and Responsibilities of the Head of the Cataloguing Department:

- 4.2.1 This department is responsible for cataloguing all the material received according to internationally recognised standards and that suitable class-marks and subject headings are assigned to each item.

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

- 4.3.1. The Head of the Melitensia Department is responsible for identifying Melitensia publications published locally. Suggestions from other members of staff are also channelled to the Head of the Melitensia Department.
- 4.3.2. The Head of the Department requests via UM e-mail, (copying in the Special Collections Manager), selected items under the provisions of legal deposit and buys the second copy of the selected publication from the publisher.
- 4.3.3. When the publication is received, the Head of Melitensia is responsible for acknowledging receipt of the legal deposit copy via UM e-mail (copying in the Special Collections Manager).
- 4.3.4. The Head of the Melitensia Department is responsible for passing on the publications to the Acquisitions Department for processing.
- 4.3.5 The legal deposit process is monitored by Special Collections Manager via e-mails sent and received to lend support to Department Head.

4.4. Roles and Responsibilities of the Melitensia Department staff:

- 4.4.1. When the publications are returned back to the department, Melitensia staff is responsible for shelving the publications according to their shelf mark.

5. Health and Safety requirements

- 5.1. N/A

6. Procedure

- 6.1 The Head of the Melitensia Special Collections is responsible for identifying Melitensia publications which are published locally. Publications are identified through checks on different mediums related to Malta and the Maltese Islands for recent publications. The publishers of items that are to be requested under the provisions of the legal deposit are identified by the Head of the Melitensia Special Collections.
- 6.2 Subsequently the publisher is contacted and a request for a free copy is made. In circumstances when the Library is dealing with new publishers, a copy of the Malta Libraries Act (2011) highlighting the clause that stipulates that the University has a right for legal

deposit and a covering letter endorsed by the Director of Library Services is forwarded (as per Appendix 1).

- 6.3 As per the Malta Libraries Act (2011) the copy due to the University Library shall be deposited within two weeks of the established request having reached the publisher. In the eventuality that the publication is not received within the required time frame a gentle reminder is sent to the publisher about the requested publication until this is deposited at the University.
- 6.4 Since two copies of most publications are retained at the Melitensia, a second copy is acquired from the same publisher against payment. Thus the publisher submits two copies: one as a legal deposit copy which is free of charge, while the second copy is submitted together with the relevant invoice.
- 6.5 When the publications are received from the publisher, the Head of Melitensia acknowledges receipt of the legal deposit copy of the requested publication either through UM email or by post.
- 6.6 The publications are then passed on to the Acquisitions Department for processing. The Acquisitions Department is responsible for processing the payment request for the publication retained at Melitensia.
- 6.7 After the payment process, the books are accessioned by the Acquisitions Department team.
- 6.8 The books are then sent to the cataloguing department to be catalogued. Here books are catalogued according to AACR2 rules, they are also given a classmark and subject headings. Second level cataloguing is used for Melitensia publications, that is, more information is put in the bibliographical record such as the size of the book, number of illustrations etc.
- 6.9 Once this process is completed the Melitensia publications are passed on for finishing which is carried out within the cataloguing department. Here their shelfmark is printed and attached via archival tape to the spine for ease of shelving and retrieving. Then these recent newly catalogued publications are taken to the Melitensia Special Collections where they are shelved according to their classification mark (shelfmark). The shelfmark indicates the section where they should be placed since different classmarks correspond to different subjects (e.g. MZK- British Malta, MZ1-Reference books, MZ35- Geography).

7. References

- 7.1 *The Malta Libraries Act (2011) - ACT No. VII of 2011.* Available at: <http://www.justiceservices.gov.mt/DownloadDocument.aspx?app=lp&itemid=22133&l=1> (Accessed: 13th April 2020).

8. List of appendices/worksheets

- 8.1. Appendix 1: Covering letter sent to publishers.

Appendix 1: Covering letter sent to publishers



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To whom it may concern

Extension of legal deposit provisions to the University of Malta Library

The Malta Libraries Act (Chpt. 511 of the Laws of Malta), which was promulgated on 1st August 2011, has extended legal deposit provisions to cover the University of Malta Library as the leading academic depository of the nation. Article 10 of the said Act stipulates that, in the case of the University of Malta Library, a copy of every publication shall be deposited within two weeks of a request having reached the publisher from the said Library. In the implementation of the above the University of Malta Library will henceforth be forwarding quarterly notifications for these publications which shall be legally deposited within its collections. Your co-operation will be very much appreciated.

A handwritten signature in blue ink, appearing to read "Kevin J. Ellul".

Kevin J. Ellul
Director Library Services
16.04.2020