



STANDARD OPERATING PROCEDURE

SOP CODE XLI-004-02	SOP TITLE PROCUREMENT OF PRINT PUBLICATIONS
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PART 1

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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 This procedure has been revised and is no longer valid as from: (Write date)	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 will outline the process of ordering and processing book recommendations by academic members of staff and Library members of staff.

3. Definitions

3.1 Accessioning books: This involves inputting bibliographic details on the Library Management System.

3.2 Book plate: A label which is attached to the inside cover of each print publication, stating the Location of the book (e.g. Main Library, Junior College Library, etc.) and the class mark.

3.3 Cataloguing: 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 Class Mark: A 'class mark' is the technical word for the 'code' which shows the location of the book. It is made up of letters and numbers, each representing the subject and sub-topics of the book. The class mark appears on the book plate (inside the book) and on the spine of the book.

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

3.6 Interested user: Also referred to as "requester", the "interested user" is the academic staff member who has requested a particular book. The "interested user" is attached to a book record, so that when the book is received s/he is notified accordingly.

3.7 Leganto: Reading List Management System.

3.8 Library book vote: The financial allocation provided by the University for the procurement of print publications.

3.9 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.

3.10 Trigger: A magnetic strip which sets off an alarm if a publication is being removed from the Library without being checked out.

3.11 UM: University of Malta

4. Responsibilities

4.1 Roles and responsibilities of the Head of the Acquisitions Department:

- 4.1.1 The Head of the Acquisitions Department is responsible for updating the Library book suggestion form, if needed.
- 4.1.2 The Head of the Acquisitions Department is responsible for communicating with academic staff to inform them when a purchase request is rejected.
- 4.1.3 The Head of the Acquisitions Department is responsible for monitoring the expenditure across the different F/I/C/S.

4.2 Roles and responsibilities of Acquisition Library Assistants

- 4.2.1 The Acquisitions Library Assistants are responsible for printing the suggestion forms and checking the Library's holdings to ensure that a publication being recommended is not already available at the Library.
- 4.2.2 The Acquisitions Library Assistants are responsible for checking new purchase requests received through Leganto and ensuring that such material is not already available at the Library.
- 4.2.3 The Acquisitions Library Assistants are responsible for delivering suggestion forms to the Procurement Directorate.
- 4.2.4 It is the responsibility of the Acquisitions Library Assistants to collect invoices from the Procurement Directorate.
- 4.2.5 They are responsible for accessioning books on the LMS.

4.3 Roles and responsibilities of Procurement Officer within the Procurement Directorate:

- 4.3.1 The Procurement Officer is responsible for searching through online vendors for the cheapest price of each publication and books being purchased.
- 4.3.2 The Procurement Officer is responsible for communicating with the Library Acquisitions' personnel in case of any difficulties regarding book orders; for instance when a book is not available or when it is too expensive.

4.4 Roles and responsibilities of Academic staff members:

- 4.4.1 Academic members of staff can use Leganto to compile reading lists for students. Leganto is linked to the LMS, therefore it will show whether a book title is available at the Library or otherwise. If a book title is not available, academic staff can add a purchase tag, which will trigger the Library to initiate a purchase.
- 4.4.2 Academic staff members can also use the online suggestion form to recommend book titles. Ideally this should be done at least one month prior to the commencement of a semester so as to allow ample time for the books to be ordered, delivered from overseas and processed by the Library staff.

5. Health and Safety requirements

5.1. N/A

6. Procedure

- 6.1 The Library accepts book suggestions from academic members of staff, or support staff acting on their behalf. No requests are processed unless the recommendations are forwarded to the Library and endorsed by an academic member of staff.
- 6.2 Book suggestions are sent through Leganto (accessible via VLE) or through an online form (Appendix I) which can be accessed from the Library website <https://www.um.edu.mt/library/intranet/librarybooksuggestionform>.
- 6.3 Book suggestions are channelled to the Acquisitions Department for consideration by the Acquisitions staff. Measures which are taken into consideration when approving the purchase of books include checking the Library catalogue so as to avoid investing money on books that are already available in the Library, verifying the relevancy of the book to the Library's users and making sure that the budget is appropriately distributed among faculties, departments, institutes and centres.
- 6.4 The book suggestions which are approved by the Acquisitions Department are then passed on to the University Procurement Directorate for purchasing.
- 6.5 The Procurement Officer, within the Procurement Directorate, in charge of Library purchases searches for the publication across several online book vendors. The book is ordered from the vendor offering the most advantageous price and paid through the Library book vote. Paid invoices are printed and attached to the corresponding suggestion forms. These are then handed to the Acquisitions Department within the UM Library.
- 6.6 Invoice details, together with the bibliographic details of each book are entered into the LMS.
- 6.7 Interested users are attached to each book (through LMS), so that when the book is marked as having arrived at the Library, an automatically generated email will be sent to the member of staff who had requested the book.
- 6.8 Upon arrival, books are marked as 'received' on the LMS. Books are stamped and given a unique barcode which acts as an identifier. Book plates (Appendix II) are compiled stating the location of the book, the Class Mark and the number of Volumes of this particular book. Finally triggers are attached to each publication.
- 6.9 Publications are then forwarded to the Library Cataloguing Department for processing and eventually shelving by the respective floor librarians.

7. References

- 7.1 Library Book Suggestion Form, 2016, [Online], Available at <https://www.um.edu.mt/library/intranet/librarybooksuggestionform> [Accessed 13th September 2017].

8. List of appendices/worksheets

- 8.1 Appendix 1: Library Book suggestion form
8.2 Appendix 2: Book plate

Appendix I: Library Book suggestion form

Library Book Suggestion Form

*Required



L-Università
ta' Malta

Book Title *

Your answer

Author *

Your answer

ISBN *

Your answer

Next

Additional Information



L-Università
ta' Malta

Location *

Recommended by: *

Your answer

Email address: *

Your answer

Faculty / Centre / Institute *

Your answer

Additional notes:

Your answer

Back

Submit

Appendix 2: Book plate



Main Library

Class Mark _____

No. of Volumes _____

Remarks
