



STANDARD OPERATING PROCEDURE

SOP CODE XLI-015-02	SOP TITLE STANDING ORDERS
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PART 1

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PART 2

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PART 3

Authoriser	Date of issue:
MR SIMON SAMMUT	Date of next revision:
UNIVERSITY SECRETARY	

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 This procedure has been revised and is no longer valid as from: (Write date)	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 template.

2. Purpose and Scope

2.1 This procedure will describe the handling of standing orders.

3. Definitions

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

3.2 Bibliographic record: An entry in a library catalogue (bibliographic index) which represents and describes a specific resource. It contains standard data elements, (e.g. creator, title of publication, publication place, date and subject headings), necessary to ensure easy identification and retrieval by the library user. Items entered in the catalogue/HyDi (bibliographic index) are retrievable by a number of access points including author, title, keyword, etc.

3.3 Standing order: Open orders for all titles in a particular series that are issued on a periodic basis. These can be monographic series, loose leafs or serials and are on-going financial commitments.

3.4 UM: University of Malta.

4. Responsibilities

4.1 Roles and responsibilities of Acquisitions Head of Department:

4.1.1 Raises requisitions for each invoice received.

4.1.2 Forwards original invoices to the UM Finance Office for payment.

4.2 Roles and responsibilities of the Library Assistant:

4.2.1 Keeping standing order records up-to-date by recording which issues were received and which invoices were forwarded for payment.

4.2.2 Accessioning standing orders before being catalogued.

4.2.3 Communicating with suppliers in case of missing issues, or ceasing of a particular title.

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5. Health and safety requirements

5.1 N/A

6. Procedure

6.1 Invoice is received, photocopied and filed accordingly. The original invoice is forwarded for payment.

6.2 Upon receipt of item, this is marked as received in the file and bibliographic details are entered on ALMA.

6.3 Accessioned items are then forwarded for cataloguing.

7. References

7.1 N/A

8. List of appendices/worksheets

8.1 N/A