

1. PURPOSE AND SCOPE

- 1.1 This procedure aims to describe the workflow to acquire and process an electronic journal subscription.

2. DEFINITIONS

- 2.1 AIMS: Administrative Information Management Systems. This system was established in order to have an integrated management information system which adequately serves the University of Malta's dynamic demand.
- 2.2 ALMA: The Library Management System (LMS) implemented by the UM Library in July 2017.
- 2.3 EZ Proxy: Proprietary proxy server software, designed to enable libraries to provide easy access from outside their local computer networks to Web sites that restrict access by IP address.
- 2.4 HyDi: Library Discovery & Delivery Portal
- 2.5 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.
- 2.6 Requisition: A written request for the ordering of materials, equipment, supplies, or services.
- 2.7 UM: University of Malta
- 2.8 URL: The unique address identifying a resource accessible at a particular location on the Internet for routing purposes.

3. RESPONSIBILITIES

3.1 Roles and Responsibilities of the Director of Library Services:

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

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

3.2 Roles and Responsibilities of the Director's Assistant:

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

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

3.3 Roles and Responsibilities of the Head of the Periodicals Department:

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

3.3.2 The Head of the Periodicals Department informs the requester when the journal is ordered and is available on the Library Discovery & Delivery Portal.

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

3.3.4 The Head of the Periodicals Department activates the journal and makes it available on the Library Discovery & Delivery Portal.

3.4 Roles and Responsibilities of the IT Officer:

3.4.1 The IT Officer is responsible to add the required URL to the EZ Proxy Server.

4. HEALTH AND SAFETY REQUIREMENTS

4.1 N/A

5. PROCEDURE

5.1 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 Faculty. No requests are processed unless the recommendations are forwarded to the Library and endorsed by an academic member of staff.

- 5.2 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.
- 5.3 When the quotation is received, it is passed on to the Director of Library Services for approval.
- 5.4 If approved, a confirmation email is sent, by the Head of the Periodicals Department, to the publisher/agent and an invoice is requested.
- 5.5 If approved, a requisition is raised by the Director's Assistant through AIMS, which is then approved by the Director of Library Services.
- 5.6 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.
- 5.7 Once the invoice is received, a copy is kept at the Periodicals Department. As from August 2017 with the implementation of ALMA as a Library Management Software (LMS), invoices are recorded, scanned and attached on the LMS (Appendix 7.1). 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.
- 5.8 Once the invoice is paid, access to the journal is activated by the Head of the Periodicals Department. This will make the journal available on the Library Discovery & Delivery Portal (HyDi - <https://hydi.um.edu.mt>). The activation of a journal includes adding the general information, linking information and coverage information (Appendix 7.2).
- 5.9 Access is then tested by the Head of the Periodicals Department.
- 5.10 If the journal's platform URL was not previously added to the EZ Proxy server, an email is sent by the Head of the Periodicals Department to the IT Support Services (support.itservices@um.edu.mt) in order to complete this process.
- 5.11 The Head of the Periodicals Department would then inform the requester that the journal is available on the Library Discovery & Delivery Portal, and gives instructions on how to access it. Step by step instructions are given out to the journal requester on how to find the specific journal title being subscribed to.

- 5.12 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 publishers/agents.

6. REFERENCES

- 6.1 EBSCONET login page, 2017, [Online], Available at www.ebsconet.com [Accessed 12th September 2017].
- 6.2 HyDi search engine page, 2017, [Online], Available at <https://hydi.um.edu.mt> [Accessed 27th September 2017].
- 6.3 Online Dictionary for Library and Information Science, 2017, [Online], Available at http://www.abc-clio.com/ODLIS/odlis_A.aspx [Accessed 12^h September 2017].

7. LIST OF APPENDICES/WORKSHEETS

- 7.1 Appendix 1: Screenshot of an invoice recorded on LMS.
- 7.2 Appendix 2: Screenshot of electronic journal activation.

Appendix 1: Screenshot of an invoice recorded on LMS.

SOP NUMBER
XLI-OP-005-01

SOP TITLE

SUBSCRIPTION OF ELECTRONIC JOURNALS

ExLibris Alma Tasks Analytics Currently at: Main Library - MAIN Acquis... Help Azzopardi, Mona ...

Invoice Line Details Cancel

Invoice number P028035 Line number 1 Vendor EBSCO

Invoice Line Details

Type Regular Line number 1
 PO line POL-208 More Information
 Title Geotechnique
 PO line price 909.46 EUR
 Check subscription date overlap No
 Additional information -
 PO line subscription from date - PO line subscription to date -
 Subscription from date 01/01/2017 Subscription to date 31/12/2017

Invoice Lines of Current PO Line

No records were found.

Invoice Line Charges

Price 909.46 EUR Release remaining encumbrance No
 Total price 909.46 EUR
 Quantity 1 VAT note -
 Reporting code
 Secondary reporting code Tertiary reporting code
 Note -
 Invoice amount 909.46 EUR Total invoice lines amount -

Funding

Columns ▾

#	Fund Name	Percent	Amount	
1 1	PERIODICALS (FY-2017) (98,929.81 EUR)	100.0%	909.46 EUR	Delete
2 Total	-	100.0%	909.46 EUR	

SOP NUMBER
XLI-OP-005-01

SOP TITLE

SUBSCRIPTION OF ELECTRONIC JOURNALS

Appendix 2: Screenshot of electronic journal activation.

Electronic Portfolio Editor Relink to another bibliographic record Cancel

Resource description [Geotechnique Institution of Civil Engineers ENGLAND](#)

Collection name [ICE Virtual Library Journals](#) Collection ID 6127921430003956 [View all the collection's portfolios](#)

Service Type Full Text Service ID 6227922560003956 [View all the collection's services](#)

Portfolio ID 5330472930003956

General Information Linking Information Coverage Information Acquisition Information Notes Group Settings History

Portfolio availability Available Electronic material type Journal

Activation date 10/08/2017 Expected activation date 10/08/2017

Library Main Library

Relink to another bibliographic record Cancel

Electronic Portfolio Editor Relink to another bibliographic record Cancel

Resource description [Geotechnique Institution of Civil Engineers ENGLAND](#)

Collection name [ICE Virtual Library Journals](#) Collection ID 6127921430003956 [View all the collection's portfolios](#)

Service Type Full Text Service ID 6227922560003956 [View all the collection's services](#)

Portfolio ID 5330472930003956

General Information Linking Information Coverage Information Acquisition Information Notes Group Settings History

Parser (Service Level) ASCE:ASCE

Service Parser Parameters [url=http://www.icevirtuallibrary.com](http://www.icevirtuallibrary.com)

Parser Parameters -

URL type Static URL

Static URL <http://www.icevirtuallibrary.com.ejournals.um.edu.mt/toc/geot/current>

Proxy enabled Yes Proxy selected

Test access

Relink to another bibliographic record Cancel

SOP NUMBER
XLI-OP-005-01

SOP TITLE

SUBSCRIPTION OF ELECTRONIC JOURNALS

Electronic Portfolio Editor

[Relink to another bibliographic record](#) [Cancel](#)

Resource description [Geotechnique Institution of Civil Engineers ENGLAND](#)

Collection name [ICE Virtual Library Journals](#)

Collection ID 6127921430003956

[View all the collection's portfolios](#)

Service Type Full Text

Service ID 6227922560003956

[View all the collection's services](#)

Portfolio ID 5330472930003956

General Information

Linking Information

Coverage Information

Acquisition Information

Notes

Group Settings

History

Which coverage statement will be applied? Only local

Global Date Information

No relevant information.

Local Date Information

Columns 

From Year	From Month	From Day	From Volume	From Issue	Until Year	Until Month	Until Day	Until Volume	Until Issue
1	2003	-	-	-	-	-	-	-	-