

1. PURPOSE AND SCOPE

- 1.1 This procedure aims to describe the workflow process of sending print material such as print journals and newspapers from the Periodicals Department, damaged books from the Open Floors and abstracts from the Reference Department, for binding.

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 Depository: The storage space where back issues of print journals are stored.
- 2.4 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.
- 2.5 Requisition: A written request for the ordering of materials, equipment, supplies, or services.
- 2.6 UM: University of Malta

3. RESPONSIBILITIES

3.1 Roles and Responsibilities of the Director - Library Services:

- 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.

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 requests quotations from the binders.

3.3.2 The Head of the Periodicals Department informs the binders that the material can be collected from the Library after approval of the requisition.

3.3.3 The Head of the Periodicals Department makes a copy of the invoices before passing them on to the Director's Assistant.

3.4 Roles and Responsibilities of the Library Assistant:

3.4.1 The Library Assistant is responsible for selecting journal issues to be sent for binding.

3.4.2 The Library Assistant is responsible to check the bound volumes and process them to make them available for Library users.

4 HEALTH AND SAFETY REQUIREMENTS

4.1 N/A

5 PROCEDURE

5.1 The Library Assistant selects the journal issues/newspapers from the shelves in the Periodicals Department and collects them in volumes to be sent for binding. With regards to damaged books, these are usually identified by a Library Assistant or an Assistant Librarian working on the Floors and the books are forwarded to the Periodicals Department. With regards to Reference material, these are usually collected in volumes by the Library Assistant working in the Reference Department and forwarded to the Periodicals Department ready to be sent for binding. Binding is outsourced to three different approved local book binders.

5.2 The Head of the Periodicals Department sends an email to one of the three binders asking for a quotation.

5.3 When the quotation is received, it is passed on to the Director's Assistant. A requisition is raised by the Director's Assistant through AIMS, which is then approved by the Director of Library Services.

- 5.4 The quotation is then passed on to the Procurement Office for approval. When approved, an automatic email is sent to the Director's Assistant and to the binder stating that a purchase order has been issued.
- 5.5 The Head of the Periodicals Department contacts the binder to fix a date when the material can be collected. Usually, bound volumes are returned to the Library by the binders on the same day that they come over to collect a new batch of journal issues for binding.
- 5.6 Bound volumes are checked, recorded on the LMS and then processed to be made available on the shelf.
- 5.7 A copy of the invoice is kept at the Periodicals Department. 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 Bound journals are kept at the Periodicals Department. However, due to space restrictions, back issues of bound volumes are transferred to depositories.

6. REFERENCES

- 6.1 Online Dictionary for Library and Information Science, 2017, [Online], Available at http://www.abc-clio.com/ODLIS/odlis_A.aspx [Accessed 29th August 2017].

7. LIST OF APPENDICES/WORKSHEETS

- 7.1 N/A