

Cardamom Planters' Association College Pankajam Nagar, Bodinayakaur

CLISc – Study Material

2023-2024

Acquisition of Books

Introduction

Acquisition of Books is the process of selecting and acquiring selected materials for Library and Information Centres. Selection of materials based on the collection development policy of the institution. It involves pre-order bibliographic searching of library catalogue to avoid duplication of materials.

Methods of Book acquisition includes

- By purchase
- Gift and donation
- Exchange
- membership

By purchase

Most librarians try to purchase reading materials according to the budget allocation, Librarian will order books to the publisher, have to maintain some order routine before ordering. Such as

- Which gives the maximum discount
- Which gives speedy service
- Which gives bill in local account
- Which is the most prompt in rectifying mistake

Gifts and donations

Gifts and donation are valuable source of enriching the libraries book collection. No library can effort to purchase all reading materials, which are needed by the users. So the library nrelies to some extend on acquiring publication through the methods. Many rising and valuable materials can get through this process. Some policies are maintained for gifted materials.

- Gift should be examined in relation to the purpose and program of library on a long range basis.
- All gift materials must be properly organized like purchase materils.
- Gift indicating “ received on donation” should be acknowledge thanking a donner.

Exchange

Materials which are not be purchased can be acquired through exchange. For example Russian Publications may be acquired through exchange.

Membership

Member with society or organizations will supply their publications through membership. This may be acquired by free of charge.

Selection of Vendor

Vendor to be selected who will give prompt supply in satisfactory manner. Special Subject dealers are encouraged to supply in nearby areas which will be very useful in getting books. In case of learned society publications, direct acquisition would be done.

Multiple order Slips

Multiple order slips used for the purpose of acquisition of books. First two slips sent to the vendor. The vendor may keep the original and second slip can be returned by the vendor along with the book. One slip may be sent to the concerned department. One slip can be sent to finance section for approval of fund and releasing of fund. One slip can be used for catalogue writing or entry in the OPAC.

Conclusion

Acquisition of document requires knowledge of publisher, book selling trade, order policies and procedures. Librarian should avoid purchasing of duplicate documents and checking of bills.