

# **BOOK SELECTION AND PURCHASE POLICY FOR CENTRAL LIBRARY, SRI B M PATIL MEDICAL COLLEGE**

## ***Introduction***

Collection development is an important scientific process of building up a healthy and qualitative collection of books, periodicals & other documents. Collection building should be a continuous process throughout the year. A Library with an efficient collection development policy can build timely and quality collections in support of academic and research activities of the college. A good book if not added to the collection is a lacuna whereas a bad book added to the collection is a burden to the Library. Hence the Library should take all precautions before purchasing a book and following necessary policies in this direction.

Hence, it is proposed to initiate for a transparent and efficient purchase policy for Central Library. This policy cannot be an end in itself. The practical experiences during the implementation of these policies can be a base for important & development of new policies from time to time

## ***Registration of Suppliers***

It is proposed to initiate for the registration of book suppliers every year and they must sign an agreement bond prescribed by the Central Library. There are several conditions regarding price proof, currency of the publication etc which are to be declared by the vendors. Hence, the bond will include an undertaking of the vendor that he will supply only recent edition of the book and will charge only according to the publisher's catalogue or copy of the publisher's invoice etc. This will enable control unhealthy competition among the vendors

## ***Purchase of Books on Approval***

It is proposed to create separate "Books on Approval Section" in the Library with necessary facilities. All the interested vendors can send their recent books on approval which will be displayed in this Section. The list of the same will also be made available on the Intranet to all the users of the library. The teachers can fill in the books recommendation forms and send the same to the librarian with the signature of their HOD of the Department for purchase. Books which are not selected will be taken back by the vendors after a stipulated time.

## ***Books selection through publishers catalogues***

The Library will supply the addresses of all the HOD's of the Departments to all the publishers, so that they can send their catalogues directly to the HOD of the Department and in turn the Chairman with the approval of their Departmental Council shall send the list of selected books with their recommendations to the library for purchase.

### ***Visits of the publishers representatives***

The publishers send their representatives to major institutions like Universities for promotion of their books. They can be requested to visit the Departments and promote their books, as they are not the direct sellers. They only create awareness about the recent publications of different subjects. Hence, teachers will be informed of the recent books in their subject. The HOD can send their recommendations to the library for purchase.

### ***Direct Recommendations***

Teachers might also get information about books from different journals and reviews. Library will also arrange to circulate reviews to the Department. They may also get information through Internet. In such cases also they can send recommendations through their HOD.

### ***Teachers Visit to Book Shops/ Book Fairs***

Teachers when they visit to any bookshops in the Bijapur city may bring the details of the books and fill in the recommendation forms, so that the Library will make necessary arrangements to procure those documents.

### ***Teachers visit to Bookshops/Book Fairs in other cities***

Teachers when they visit any book stalls in cities other than Bijapur, incase if they find a good book then they may select book/s and request the vendor to send them to Central Library on approval basis, which in turn should be recommended by the HOD of the Department. In case if that vendor disagrees to send books on approval, then one is requested to collect the complete details of the particular book/s and address of the vendor so as to enable the library to procure the same book/s.

### ***Students Participation in book selection***

Arrangement will be made to locate “Books Recommendation Box” in the library along with books recommendation forms. Any UG/PG student can fill up the form and drop the same in the “Books Recommendation Box”.

The Students/Teachers can also recommend books through the Library website under Suggest – a-Book-Column. Periodically the library will consolidate all the recommendations made by the students divide them according to departments and after the duplicate check send them to the respective departments for the recommendation of the HOD. Once they are recommended the library will process the purchase procedure.

### ***Books Purchase on High Priority***

Any Teachers and UG/PG students can request for purchase of books instantaneously which are urgently required for their use. The same will be procured over telephonic orders with in two days. Their request through the HOD of the Department for immediate purchase will be effected immediately. If the book is not available in the country and is to be imported then it may take one to three weeks for procuring the book.

### ***Books Selection through Exhibitions***

The library shall organize periodical exhibition of books inviting all the registered Vendors to display their books in the library premises. This shall be communicated to the teachers well in advance. This will enable the teachers to have exposure to the wide choice.

### ***Maximum number of copies to be purchased***

If the book is of reference in nature the library shall purchase maximum two Copies. Incase of text books the library shall purchase maximum ten copies. In exceptional cases on the strong recommendation of the Departmental Council the Chief Librarian at his discretion may procure maximum 5 copies of reference books and 15 copies of text books. The Library will decide on Procurement of the books based on the already existing copies in the library. This will avoid the duplication. Incase of Books written /Published by the teachers of the college, the Library shall purchase maximum of up to 5 copies.