

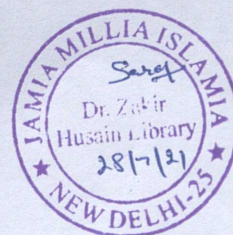
**ACQUISITION POLICY FOR BOOKS, JOURNALS,
MAGAZINES & E-RESOURCES
FOR
JAMIA LIBRARY SYSTEM**

(As approved on July 26, 2021 vide FTS-614602 dated 20-07-2021)



(A Central University established by an Act of Parliament in 1988)

**Dr.Zakir Husain Central Library
Jamia Millia Islamia
New Delhi-110025**



ACQUISITION POLICY FOR BOOKS, JOURNALS, MAGAZINES & E-RESOURCES

1. Objective:

The objective of the Acquisition/ Purchase Policy is to lay down procedure for acquiring learning resources like Print Books, Journals, Magazines, Newspapers and Online Resources like E-Books, E-Journals and Electronic Databases for all the libraries of JMI as per teaching learning and research requirements of the University.

2. Purchase Procedure

The purchase process of library material takes place under the supervision of a Library Purchase Committee constituted by Vice Chancellor every year.

The composition of the purchase committee is as under:

1. Vice- Chancellor's Nominee
2. Registrar's Nominee
3. Finance Officer's Nominee
4. Dean (Faculty of Engineering & Technology)
5. Dean (Faculty of Natural Sciences)
6. Dean (Faculty of Social Sciences)
7. Dean (Faculty of Humanities & Languages)
8. Dean (Faculty of Education)
9. Dean (Faculty of Fine Arts)
10. Dean (Faculty of Architecture & Ekistics)
11. Dean (Faculty of Law)
12. Dean (Faculty of Dentistry)
13. University Librarian (Convenor)

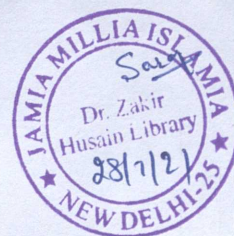
2.1 Sources of funds

The Central library receives funds from two budget heads for purchase of books and subscription of Journals:

- a) **Recurring Budget** utilized by the Central library.
- b) **Capital Grant** distributed among various Faculty Libraries/ Centres to purchase books and Journals and E-Resources.

2.2 Budget Allocation:

- i. Upon receiving budget for Books & Journals from the Finance Office of the University, meetings of the purchase committee is held for allocation of budget among different Faculties / Departments and Centres, keeping in view the various UG, PG, and PhD programmes of the University and number of students enrolled. Committee also distributes funds between Books, Journals and Online Resources. 10 percent of total budget is allocated for Reference material.
- ii. While allocating budget, the mandatory library related requirements of Accrediting bodies like AICTE/DCI/BCI is given due priority.



- iii. No allocation is made by the Central library in case any of the Libraries of Faculties /Centres receives a separate budget.
- iv. Upon approval from Vice Chancellor, the purchase and ordering process of various resources is initiated by Central Library and other libraries as per allocated budget.
- v. The following Faculties and Centres , will order books directly through their own libraries out of allocated budget:
 1. Faculty of Engineering & Technology
 2. Faculty of Architecture & Ekistics
 3. Faculty of Dentistry
 4. Faculty of Law
 5. Faculty of Education
 6. Faculty of Fine Arts
 7. Department of Life Science Library
 8. All the 24 Libraries of the Centres / to be established in future.
- vi. In case, an allocation of any Department remains unutilized, these funds will be used to clear pending recommendations of other departments on first come first serve basis.

3. Purchase of Books:

3.1 Empanelment of Book Suppliers / Vendor

- i. For the purchase of books for all the libraries of the University, the Central Library will maintain a panel of book suppliers as per terms and conditions contained in the Annexure II.
- ii. Notification for empanelment will be published on the website of the University and also communicated to vendors /suppliers through email and by post for its wider publicity and after its finalization will be notified on the website of the Library.
- iii. The term of panel will be 03 years and further renewable if performance is satisfactory.
- iv. New members to the panel shall be added, if any, once in a financial year.
- v. The empanelled vendors/booksellers can supply books to different libraries of the University upon recommendation. All Suppliers/Vendors have to abide by the terms and conditions as notified by the Central Library from time to time.

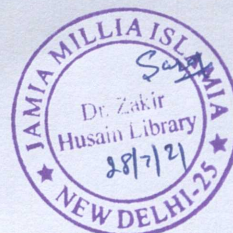
3.2 Book Selection & Purchase

Book selection and purchase will take place through following modes in order of priority:

Book Exhibition (B) Panel of Suppliers (C) Any other vendor

This ordering process will be strictly followed and any exception to above order of priority shall be duly certified by library.

- i. As a part of selection process, Book Exhibition is to be organised faculty-wise at least once in a year. The exhibition will be open to all the vendors/book sellers as per their area of specialization in terms of discipline / language.
- ii. Orders for selected books will be placed in the exhibition with the concerned vendor.
- iii. Empanelled vendors /book sellers may visit different Departments and Faculties and submit latest books to faculty members for their recommendations.

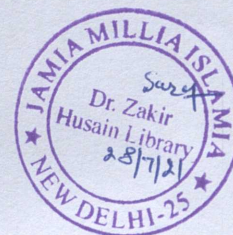


- iv. Orders are placed with respective vendors as per recommendations received from Departments on first come first serve basis.
- v. Orders are placed as per recommendation date unless and until indicated otherwise.
- vi. In case a publication is not available through empanelled vendors, library can place order for it with any other vendor and will accordingly certify.
- vii. Before placing orders, Library is to check recommendations for editions and duplication unless required otherwise.
- viii. The library may also directly order books from the market, if required, through a committee comprising of librarian, two Assistant Librarians and one member of the concerned Faculty/ Department/Centre.
- ix. Reference budget is spent to purchase reports, textbooks, research material and other emergent/ special requirements. This budget is spent under the signature of University Librarian.
- x. In case list of books is received from a Department/Faculty, orders are placed with the empanelled vendors indicated by the department. In case no vendor is indicated, lists are distributed among different vendors according to their area of specialization.

3.3 Categories of Books

The number of a specific item purchased will vary according to the requirement

- i. **Textbooks:** Min. 2 to Max. 5 copies of core text books that cover the prescribed syllabus of the various programmes running in the university may be considered to be purchased. But additional copies may be procured only if the book is supposed to be very high in demand and the transaction records state the same.
 - ii. **Recommended Books:** If the item is on a reading list as a recommended or supplementary reading, only one copy may be purchased per course unless experience indicates the need for additional copies.
 - iii. **Reference Books:** One copy of the reference book may be procured. As these books are often quite expensive but has a bearing on the quality of the collection in the library.
 - iv. **Faculty Publications:** Library shall purchase Min. 2 copies of the book edited /authored book by Jamia Faculty Members /Alumni.
- 4 . Price Proof, Discount and Conversion Rates:**
- i. In case prices are not printed on books, website prices/publishers invoices, certificates /purchase invoices of current dates are accepted as price proof.
 - ii. Library purchases the books on the approved discount rate of 25% except in case of government Publications / short discount titles, where it is 10%, and 50% for remaindered books and terms and conditions of supply.
 - iii. All books of foreign origin, priced in foreign currency will be procured on the Bank exchange rates adopted by the Indian Nationalized Banks on buying rates on the date of receipt of books along with the bill.



5. Subscription Policy of Print Journals, Magazines and Newspapers:

- i. Dr. Zakir Husain Library subscribes to print journals, Magazines and Newspapers for its own periodical section and also for other constituent libraries as per their requirements.
- ii. Budget for print journals is allocated by Book Purchase Committee every year as per availability of funds.
- iii. While allocating budget, the mandatory library related requirements of Accrediting bodies like AICTE/DCI/BCI is given priority.
- iv. Only core journals and Magazines, upon recommendations from concerned faculties, are subscribed which are not already accessible online, until and unless required by accrediting bodies
- v. Orders for Print Journals are placed with reputed and authorized agents for the ease of supply.
- vi. Two sets of Newspapers are subscribed by Central Library. While one set is used for clipping purposes, the other set is used for the reference of students and other members of library.

6. Subscription Policy of Online /Electronic Resources/Databases

- i. In view of increasing importance of online resources, Dr. Zakir Husain Library provides access to E-Resources in form of e-databases, e-journals and e-books pertaining to different faculty and subject areas of JMI.
- ii. Online Resources are exclusively acquired by the Central Library and no other library acquires these resources separately. The online resources acquired by Central Library are accessible to all the Faculties, Departments, Centres and other offices of the University.

Following procedures is followed with regard to acquisition of online /electronic resources.

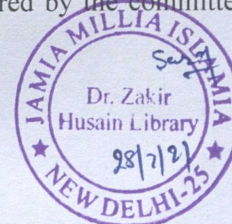
7. Budget Allocation:

- i. The budget allocation for online resources is provided through the Book Purchase Committee as per existing renewal commitment and new recommendations received from different Faculties /Centres of JMI.
- ii. While allocating budget, the mandatory library related requirements of Accrediting bodies like AICTE/DCI/BCI is given priority

8. Renewal of Existing and Subscription of New Resources

As most of the online resources are subscribed for 1 year, the first step of acquisition policy involves renewal of subscription of existing resources followed by adding new resources.

- i. All Existing Online Resources are renewed for next year subscription subject to their satisfactory usage and availability of funds. Library maintains a list and usage statistics of the existing e-resources subscribed by JMI. The detail is shared with the concerned faculty of JMI for recommendation and desired addition/deletion or to continue the same for next year.
- ii. Recommendations for different categories of online resources are received from different Faculties, Departments and Centres as per requirement and considered by the committee



for recommendation, subject to availability of funds. Trials of databases are held before as part of recommendation so as to ascertain the sufficient usage of the resource.

- iii. No online resource, available complimentary, from UGC/INFLIBNET /AICTE or any other government agency, consortium is subscribed additionally.

9. Price Negotiations

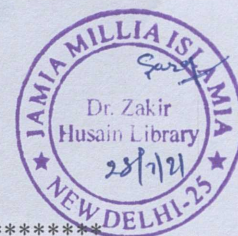
- i. As subscription prices of online resources are not fixed and vary from university to university as per their full time enrollment, the prices are negotiated by the Book Purchase Committee with the publishers or their authorized/exclusive vendors, if their prices are already not negotiated by E-ShodhSindhu Consortium of INFLIBNET Centre.
- ii. No prices are negotiated in case of renewal of subscription where prices have not been increased from last negotiated.
- iii. In cases where prices have been negotiated by E-ShodhSindhu Consortium of INFLIBNET Centre and notified on its websites, orders are placed accordingly, not requiring any further price negotiation,
- iv. GST is applicable on some category of online resources and is payable as per extant rates and rules.

10. Ordering :

- i. As online resources are proprietary items, orders are placed with the publishers or their authorized/exclusive agents.
- ii. The payment for the subscription is made in advance for all the subscribed resources including E-resources (E-Books/E-Journals/E-databases) Print journals, Magazines and Newspapers
- iii. A License Agreement is signed wherever required between the publishers and authorized signatory of the university comprising of terms and conditions of subscription of the resource and its access.

11. Access:

Library ensures that all the e-resources are accessible both within and remotely to all the existing Faculty, Department and Centres of the University.



*****End*****