



**University of Venda Library**  
**Acquisitions Policy**  
 LTECH-ACQPOL1/2009

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# ACQUISITIONS POLICY

## 1. Purpose

The purpose of the University of Venda Library Acquisitions policy is to guide the university community (library staff, academics and non-academic departments) in the process of selection and purchase of material for the university library.

## 2. Definition of concepts

**“Budget”** means amount allocated for the purchase of information resources

**“Bibliographic Number”** means a record number of an item entry in the catalogue.

**“Commitment”** means setting-aside of funds in response to a purchase order. These funds remain committed (encumbered) until the purchased items are paid for after receipt, thereby converting the encumbrance into an expenditure.

**“Credit Note”** means form or letter sent by a vendor/supplier to the library indicating amount credited to the library’s account .

**“Delivery note”** means a document accompanying the delivery of ordered items that lists the description and quantity of the items delivered.

**“Donation”** means item(s) given to the library.

**“Edition”** means all impressions of a work printed at any time from one setting.

**“Invoice”** means a list of items sent with the total sum due for payment.

**“Library”** means University of Venda Library.

**“Out of Print”** means a book no longer available from the publishers.

**“Periodical”** means a publication with a distinctive title, which appears in successive numbers or parts at stated or regular intervals and which is intended to continue indefinitely.

**“Purchase Order”** means a document generated by the University of Venda to authorise a purchase transaction. It outlines the description, quantity, price, discounts, payment terms, date of a purchase order, other associated terms and conditions, and identifies a specific seller.

**“Requisition”** means written request by a client for an information resource.

**“Quotation”** means formal statement of promise (submitted in response to a request for quotation) by potential supplier to supply the goods or services required by a buyer, at a specified price and within a specified period. It may also contain terms of sale, payment and warranties. Acceptance of quotation by the buyer constitutes an agreement binding on both parties.

**“Subscription”** means an agreement to make advance payment in order to receive periodicals.

**Statement”** means chronological summary of all transactions associated (credits and debits) with an account during a stated period, and their effect on the account.

**“Vendor”** means supplier of items to the library.

**“University”** means University of Venda.

**“University Buyer”** means a person authorised to purchase on behalf of the University of Venda.

### **3. Link to other policies**

- 3.1. Collection Development Policy
- 3.2. Procurement Policy

### **4. Policy Statement**

All information resources will be purchased by authorised persons within the library Acquisitions and Periodicals sections. Such material is purchased in order to benefit primarily the university community.

### **5. Operating System**

Library orders are captured and processed on two systems of the library namely, the Integrated Tertiary Software system (ITS) as well as the Millennium System.

### **6. Selection of material**

## **6.1 Core titles**

It is the responsibility of academics (lecturers) to select and recommend titles to build the core collections for the departments and particular subject areas. Titles selected should be in line with the curricula for the modules and degrees offered at the university.

## **6.2 Filling of Gaps**

Senior staff in the Library together with Subject Librarians may recommend titles for the purpose of filling identified gaps in the collection.

## **6.3 Reference Collection**

Subject librarians will recommend subject specific titles for the reference collection (i.e. encyclopaedias, dictionaries, manuals, handbook, workbooks etc.).

## **6.4 Subject Specific Reference for departmental use**

Academic as well as Administrative departments may recommend the purchasing of dictionaries and other Primary Reference tools or works for departmental use.

## **6.5 Approval of recommendations/Selections**

All recommendation cards submitted to the Acquisitions Section must have the approval of the Head of department. No recommendation card will be processed before it is approved by the HoD.

## **6.6 Replacement Copies**

The library will recommend replacement of copies for a title that has been identified as stolen, lost, damaged or vandalised.

## **6.8 Maximum Copies Per title**

A maximum of 5 copies per title will be purchased. In instances where there is need for more than 5 copies, a motivation may be submitted through the Head of Department. The number of copies to be purchased will in some cases be guided by the price per copy.

## **7. Selection and approval of Vendors**

### **7.1 Requirements for consideration**

The selection of vendors for the purchase of library material will be done by the **Collection Development Team** which is constituted by the following:

- Director: Library Services
- Head: Technical Services
- Head: User Services
- Head: Reference Services
- Head Acquisitions
- Periodicals Librarian; as well as the
- Subject Librarian

#### **7.1.1 Prospective suppliers**

Prospective vendors are expected to submit the following documents to the library:

- Company Profile
- CK
- Latest Tax Clearance Certificate

### **7.2 Review/Evaluation of vendors**

The process of review and evaluation of vendors will be done quarterly. This will be based on the following criteria:

- affordability of prices
- Discounts
- turnaround time /speed of delivery
- quality of service (i.e. accuracy of material delivered)
- availability of items

## **8. Request for Quotations**

The Acquisition staff should upon receipt of recommendation cards, request for quotations from approved vendors before a purchase order can be processed. Normally, the least expensive quote will be chosen.

## **9. Ordering**

The library is authorised to purchase the following types of material on behalf of the clients that make recommendations:

- Books/Monographs
- Monographic serials
- Dictionaries
- Encyclopaedia
- Thesauri
- Audio cassettes
- Cartographic material (Maps)
- Video cassettes
- Dvd's
- Slides
- Kits etc.
- Cartographic material e.g. maps
- Any other form of information source

The Library will only purchase hardbound copies except where the title is available in paperback only.

### **9.1 Thesis and Dissertations**

The Library does not purchase Theses and Dissertations from other libraries. A client that needs specific thesis and dissertations can submit requests for such at the Inter-Library Loan Section (ILL) in the Library.

### **9.2 Sculptures**

The library will not purchase art pieces like paintings, sculptures, cultural artefacts etc. as these will be catered for in the budget of the Art Gallery and Cultural Centre.

### **9.3 Cancellation of orders**

All processed or placed orders that are not supplied or received within a period of 6 calendar months will be cancelled.

## **10. Donations**

The Library may donate copies of books or any other types of material to community libraries, public libraries, school libraries or correctional services libraries or any other type of library. These are information resources which may have been donated to the University of Venda Library by other institutions or private donors. The Library will donate material to other institutions due to the following reasons:

- material is of standard lower than the university
- donations made are in large quantities
- donations made are not relevant to UNIVEN programmes

### **11. Policy review**

Formal review of this policy may be initiated by the Library, Library Committee, Senate or Council.