

Rajagiri College of Social Sciences

Fr. Moses Library

Book Purchasing Procedure

The faculty and students can recommend periodicals, books and other publications for purchase to the Library. They can recommend the books either through the library website or by taking a print out from the 'library book recommendation form'. It is desired that the list of books requisitioned by the faculty for purchase for each department be always routed through the 'Library Warden'. The requisitions of students can be got approved by the concerned department heads and the library warden.

The library usually has three types of funded book purchases, i.e.; Management fund, State Govt. (Aided) fund and, Central Govt (UGC/RUSA) fund. After receiving the recommendation, for Management Fund purchases the library would check for duplication and place the list of recommended books' order to the concerned vendor/publisher. For the Government-funded purchases, after receiving the recommendation, library would check for duplication and place the list of recommended books before the library advisory committee for its review. Some very urgent requirements of books forwarded by the Deans/HOD's/faculty members of respective departments may be purchased with the approval of the Library warden or Principal.

Once approved by the LAC for purchase, library staff re-checks the library OPAC to eliminate any duplicate orders. The Library then prepares the final list of books and obtains financial sanction for their acquisition from the Librarian/Library Warden/Principal as per the financial powers delegated to each authority. On the recommendations of the faculty, the Library may purchase multiple copies of only those books which are found to be in great demand, but not more than three copies of any book are procured.

The discount insisted upon would be a minimum of 20% on the printed/publishers price. The exceptions would be Government publications/institutional publications/Regional publications and nil discount items. In the case of multivolume books and encyclopedias, efforts may be made to obtain higher discounts. On the basis of service and past records, the review of the vendors/suppliers/publishers will be done on annual basis.

Regarding the Online Purchase, whenever, the faculty need books urgently, the library may purchase those books from online book stores like amazon.com, flipkart.com etc. using institutional credit/debit cards or online banking after checking with the library about its non-availability. For all the nature of purchases, the same procedure of obtaining approval and financial sanction from the appropriate authority will be followed.