CHAPTER - 4

ACQUISITION POLICY
OF UNIVERSITY
LIBRARIES IN
MAHARASHTRA
Chapter 4

Acquisition Policy of University Libraries in Maharashtra

Universities are the highest academic institutions in a country which produce scientific and skilled manpower for the nation and are having a dependability to equip India for the information dominated twenty first century. To achieve this target, universities will have to essentially depend on its library and information services. It is the goal of the university library to take care of the information needs of the academic community. Since the invention of printing by Gutenberg in 1440, numerous changes have taken place in the process of transmission of information. These changes have resulted in the generation of various forms and type of documents. The knowledge / information is being produced in diversified forms such as, books, periodicals, reports, theses, dissertations, newspapers etc. An effective library collection is sine-qua-non for information, education and scholarship. The collection building in a library is primary activity, the rest being secondary as are directed towards making the collection accessible.

The accessibility and availability of collections are often matched with the users satisfaction. Collection building involves a number of activities by which a library acquires material of all types by implementing the selection policy and the plans for document acquisition. The selection policies and the procurement programmes form the contents of the collection development process. Collection development is a dynamic and continuous process. It involves the users, the library staff and the subject experts on selection team. It is not an end in itself but a means to develop a need based, up to date and balanced collection fit to meet the document and information needs of the users.
The quality of the collections and the services that they offer in any information institute depends on the process of selecting and acquiring the information sources. The information polices have to adjust to the requirement of the organization and provide information to all its members. Therefore proper attention is required for the building the need based collection among university libraries.

**University Library**

According to ALA Glossary of Library and Information Science, a University Library is defined as, 'a library, or system of libraries established, supported and administrated by a university to meet the information needs of its students and faculty and support its instructional, research and service programs.'

The objectives of University Library are, support the teaching, research and development programmes of the university; serve educationalist through technological means; develop its collection, in all form, to meet the present and future needs of its users; integrate and organize its collection, operations and services; take actions for maximum utilization of resources amongst university library by suitable networking using Information and Communication Technology, resource sharing, marketing of information products and services and by providing proactive services.

Higher education is dependent on books and other reading materials and the information contained in them. Teachers and students have to draw heavily on books and periodicals to keep themselves up to date with the latest development in their subject areas. Higher education is thus dependent for its success on the extensive and intensive use of literature. University library, as an equal partner in higher education, undertakes the responsibility of locating, procuring and supplying the right type of literature to the teachers, scholars and students at right time. It also organizes and gives access to information exhaustively and expeditious and makes the selection and
control as easy, acceptable and quick as possible. The books are basic material with which the users are to be fed. The books have pivotal position in the library world. Without books there will be no library worth. The libraries are to be fed with latest books and other kindred materials.

**Acquisition Policy of the Library**

The libraries must efforts to provide best books for the largest numbers at the least cost. The work of the library especially the acquisition section of the library should be organized in such a manner that the reading material is acquired without any delay at the minimum cost. In this sense the objectives of Acquisition Section are;

- Acquisition section of any university library should procure all the reading materials needed by its teachers, students and research scholars for their study and research projects, besides books to fulfill curricular requirements;

- It must procure books on borderline subjects also, so that comprehensive reading material for research and study is made available;

- A library should contain all the reading materials pertaining to the history and culture of a particular country, city, place and institution as the case may be.

The job of the staff of the acquisition section is to select, acquire, process and make available books and other kindred materials to the existing and prospective clientele. The following are the functions of an Acquisition section;

- Frame the policy of acquisition including accepting donation.


- To receive the books from book seller on approval for arranging book exhibitions.
• To obtain recommendations from the Head of the Departments and Users.
• To develop database of the recommendations received.
• Collect the donations in terms of documents.
• Checking of duplications.
• Selection of vendor for supply and decision about cash purchase, advance payments etc.
• Sending of orders for supply and preparation of order record.
• Sending reminders to the vendors.
• Bringing the parcels from transport office.
• Checking the books with orders, price verification.
• Checking and passing of bills, acknowledgement of donations.
• Monitoring budget for developments.
• Giving feedback to faculty members about arrival of information sources.
• Allotment of books for circulation reading room / reference section.
• Maintenance of the statistics of the section.
• Keeping readers (specially faculty) informed about newly published books.
• Maintaining a book review files of books useful to library.

While selecting books for library following steps must be followed.

1. Books Selection :
   a) Bibliographical tools must be use at the time of book selection.

   The librarian gets suggestions for purchase of books in the following ways.
   i) Suggestions of the Head of the Departments.
   ii) Suggestions of the members of the library committee.
iii) Suggestions of the library staff.
iv) Suggestions of the users.

b) After completion of the above procedure, the lists are checked with the catalogue. If items are found in catalogue, they are deleted from the lists. If duplicate copies are required, it is noted down on the lists and proper check is made; the list is sent to the library committee by the librarian for latter's approval.

2. Order Work

a) Rates of supply:

A tender system is in vogue by which each list of required book is sent to various book sellers and the order is placed with the firm offering lowest quotation for each book or inviting quotations for the supply of books in the beginning of the year, preferably prior to the commencement of the financial year or the appointment of a vendor for specified time, generally for a year or two or till the continuous to supply the books efficiently and at the approved rates.

These quotations are tabulated and the rates are got sanctioned from competent authority.

b) Allocation of funds.

Funds are allocated for each subject / department.

3. Placing order

4. Receipts of books

5. Checking of bills

6. Collation and tallying work.

7. Accessioning work.
Acquisition Policy in various University Libraries in Maharashtra

Library service is the main part in the library. It is largely depends on the acquisition policy of that library. If the proper acquisition policy is framed and implemented accordingly naturally the services of that library would be effective. In that sense the acquisition section of library has to play major role in the operation of library.

The time required for performing the job of this section such as acquiring, processing and placing the books on shelves for use should be minimized to meet out the gap between information and its users. In other words, if books are acquired immediately and are processed for use without any loss of time the time lag between acquiring of books and its use can be minimized and the service would be effective. In order to provide effective services and minimize the time span, it is necessary to find out the factors that affect the free flow of information from publication to its dissemination. Therefore, it is essential to study the acquisition policy of university libraries is Maharashtra that help to find out factors responsible for time lag. Keeping this in view the researcher has attempted to study the acquisition policy of university libraries in Maharashtra and accordingly is discussed in forthcoming paragraphs.

1) Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur

The main library of the Rashtrasant Tukadoji Maharaj, Nagpur University Nagpur is located in Ramdaspeth, which is named as Dr. V.B. alias Bhausaheb Kolte Library, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur. It has also separate campus library, which caters the needs of the students, faculty and research
fellow. In the overall needs of the research students and faculty are more or less meet in terms of reference books. However, the number of journals subscribed is small in number due to their exorbitant price. The library being active participant of prestigious UGC-Infonet project, since past two years providing the various e-resource including a number of e-journals to the encompassing various subjects. At present library has the various kinds of collection of 359091 Printed Books, 42000 Back Volumes, 10662 Theses/Dissertations, 30 CD ROM Database, 15000 Manuscript.

The library provides the various facilities to the users, Reprographic facilities, Computers, Audio and Video Cassettes, Internet, OPAC, online Databases, offline CDROM Databases, Xerox, Fax, INFLIBNET, Braille Reader / Printer Services to the visually impaired computerized accession register of manuscript data base using multilingual facility.

Acquisition Policy

- Grand for purchase of books received from various sources are allocated department wise by the librarian and put before the Vice Chancellor for approval.
- Recommendation for the books are invited from the Heads of the Departments and also made them aware about the amount allocated to their subjects.
- List of books received from Heads of the Departments are verified to check the duplication.
- The final lists are provided to the local book sellers in terms of order for supply of books.
- The list of newly acquired books sent to the various departments of the university.
2) **Pune University, Pune**

On February, 10th 1949, the 'Pune University, Pune' was established. To support the goals and objectives of university, the university library was started on January 1st 1950 with the books donated by first Vice Chancellor Dr. Mukund Ramrao Jayakar and rightly bears his name. The library continues to build traditional library collections and services, while capitalizing on the versatility of emerging technologies to both create an Universal Digital Library and leverage inter library activities. This will enhance the delivery of information resources in support of teaching, learning and research for all students and scholars throughout the university system of Pune.

At present the library has the collection of 429611 Printed Documents, 100,000 Back Volumes, 1279 A/V materials, 240 Current Periodicals.

Apart from regular services library offered following facilities to users.

- Participation in UGC - Infonet Program. Under this program access to more than 2000 journals provided.
- Jayakar Library is a part of Universal Digital Library program since 2002.
- Implementation of RFID technology in the Library along with Smarts Cards to faculty and students.
- Establishment of Internet Center for students of the University.
- Manuscripts section.
- Inter library loan system extended to affiliates colleges and Recognized institutions.
- Orientation course in library use for new students enrolled in various department of the university.
- Guidance in respect of technical and organizational matters relating to libraries is extended, when asked for.
• Special reading facilities (Cubical) for Ph.D. students.

• Lists of prominent books added to the library are circulated to concerned departments of the university.

• Bibliographies on special authors prescribed for M.A. in English, Hindi and Marathi are prepared for use of Readers, and Topical bibliographies are supplied on demand.

• Union catalogue of back volumes of periodicals available in the libraries of constituent colleges and recognized institutions in Pune in card form.

**Acquisition Policy**

The Library of Pune University, Pune acquired books and other reading material on the basis of following acquisition policy.

• As per the provision given in the account codes of the university the quotation for trade discounts are invited from the renowned book suppliers.

• The comparative statement of the quotations received from the invitees is prepared for the approval of library committee to take decision regarding the discount rate of various categories of documents.

• Grants for purchase of books received from various sources are allocated department wise by the librarian and put before the Vice Chancellor for approval.

• Vendors are selected on the basis of first come first serve.

• List of vendors are prepared who agree with terms and conditions.

• Selected vendors visited to various departments of university and Heads of the Departments select books according to their subject need.

• Vendors sent the list of selected books to the library for checking duplication.
• Once the books from the list received to the library from the vendors, these are sent for processing and before sent it to the stack, the list of books are sent to the department of the university.

3) **Dr. Babasaheb Ambedkar Marathwada University, Aurangabad**

In socioeconomic development of Marathwada region and to supplement formal education with reading material, its library known as Dr. Babasaheb Ambedkar Marathwada University library, was established to undertake the responsibility of providing reading material by organizing and storing, for its maximum use by its readers.

The importance of this library lies not only in its large collection of 3,82,399 books and its periodicals, but its collection has certain peculiar feature. The priceless treasure of large number of manuscripts covering a wide range of subjects i.e. literature, Social Science, Philosophy, Arts, Photographs and Painting, which gives it a place of pride. The library was established on 1958.

Dr. Babasaheb Ambedkar Marathwada University, Aurangabad library is the biggest university from the point of view the strength of books and its services. It has occupied a central position in the socio-economic, cultural and educational development of the people of Marathwada region. At present the library has the collection of 348400 Printed Documents, 33999 Back Volumes, 97 A/V Materials, 370 Current Periodicals.

Library offered various services to its clientele, home lending, in house use, departmental loan, inter library loan, reservation books facility, reference service, bibliographic service, reading room facilities, reprographic service, bibliographic
services provided by the library include monthly list of new additions to content pages service of periodicals to the department.

**Acquisition Policy**

The library follow the following acquisition policy.

- Special budget allocate to various departments.
- Quotation calls and verify the discount. Preparing list of vendors on the basis of first cum first serve.
- Vendors visit to various departments of the university. The Head of the Departments select books on their concern subjects. The list of selected books verified in the library in order to avoid duplication. The order is prepared according to allocations of budget.
- The order of selected books sent to the distributors for purchasing of books.
- The list of newly acquired books are sent to the various departments of the university.

4) **Shivaji University, Kolhapur**

The library of Shivaji University, Kolhapur is the one of the leading university library in Southern Maharashtra, India. It caters to the academic needs of students, faculty and other user groups of university and visitors from other universities and institutes. The library has over 2.9 lakhs printed documents and it subscribes to over 283 National and International Journals. Library is also a member of UGC - Infonet, under which it has access to over 5000 + electronic journals and few electronic databases. It has established contacts with universities, National, International organizations, libraries for inter-library loan arrangement.
The university library was named after Late Barr. Balasaheb Khardekar on 24 October 1981. Barr. Balasaheb Khardekar, the Prince from Kagal, Maharashtra, India, who was a true Sportsman, a notable democrat, the Member of the Parliament, an eminent educationalist, a lover of English literature and a disciplinarian to the core.

The library aims to be a leading library in all the fields of universities academic and research areas such as Chemical Sciences, Life Sciences, Humanities, Social Science, etc. It also aims to build a comprehensive collection of back volumes of journals in all these fields. At present the library has the collection of 248419 printed books, 33017 back volumes, 8580 theses/dissertations, 1080 A/V materials, 295 current periodicals.

Library provides various services to its users, circulation services, current awareness service, inter library loan, photocopy service, reference service, CDs database, current journal, Digital library, Dyansagar portal (information about conferences, career opportunities, fellowship etc.), E-database, Digital library consortium, Indian patent database, JCCC database, OPAC, Sci Finder database

**Acquisition Policy**

The Acquisition policy of the library are as follows:

- As per the provision given in the account codes of the university the quotation for trade discounts are invited from the renowned book suppliers.

- The comparative statement of the quotations received from the invitees is prepared for the approval of library committee to take decision regarding the discount rate of various categories of documents.

- Grants for purchase of books received from various sources are allocated department wise by the librarian and put before the Vice Chancellor for approval.
• The vendors visited to each department and Heads of the Departments select books. The list of the selected books sent to the library for checking duplication.

• Final lists are provided to the vendors in terms of order for supplying the books to the library.

• Once the books from the list received to the library from the vendors, these are sent for processing and before sent it to the stack, the list of books are programmed department wise and display it on the official website of the library to aware the faculty members and other users.

4) Sant Gadge Baba Amravati University, Amravati

This University Library came into existence on 1st May 1983 with the establishment of Amravati University renamed as Sant Gadge Baba Amravati University since 4th May 2005. The university is located at Amravati a famous historical place on Mumbai-Hawrah National Highway number six. The university library building is located in the heart of the university having 8094 sq.meters built up area. The building is planned on functional basis in order to render effective and efficient services to users.


The library has special collection on Dr. Punjabrao Deshmukh, Sant Gadge Baba, books donated by various personalities/organizations, competitive examination.
At present the library has the collection of 115238 printed books, 5620 back volumes, 6902 theses/dissertations, 931 A/V materials, 102 current periodicals.

Library offered various services to users, lending service, reference service, referral service, inter library loan service, reservation of books, reprography service, current awareness service, personal service, open access service, internet service, E clipping service, portal service

Acquisition Policy

• As per the provision given in the account codes of the university the quotation for trade discounts are invited from the renowned book suppliers.

• The comparative statement of the quotations received from the invitees is prepared for the approval of library committee to take decision regarding the discount rate of various categories of documents.

• Grants for purchase of books received from various sources are allocated department wise by the librarian and put before the Vice Chancellor for approval.

• Recommendations for the books are invited from the Heads of the Departments and also made them aware about the amount allocated to their subjects.

• List of books received from the departments are verified to check the duplication.

• Book exhibition is also organized for purchase of books. All faculty members are invited for selection of books and the list received from them with duly signed by their respective Heads is sent to check the duplication.

• The final lists are provided to the vendors in terms of order for supplying the books to the library.
• Once the books from the list received to the library from the vendors, these are sent for processing and before sent it to the stack, the list of books are programmed department wise and display it on the official website of the library to aware the faculty members and other users.

6) North Maharashtra University, Jalgaon

North Maharashtra University Jalgaon, a teaching and affiliating University, was set up in 1990 under the Maharashtra University Act of 1989. One of the most promising universities in India, it is located in a picturesque campus in an area of several hundred acres.

The university has provide facilities like Medical Centre, Central Library, Gymkhana, Summer Training and Placement Services.

The Central Library of university has sufficient number of text books, reference books, and encyclopedias on a number of subjects. It has a specious reading room and centralized Xerox and printing facility to coder official as well as students needs. North Maharashtra University has a place of pride to be the first university, recipient of INFLIBNET software through auspicious of UGC, made operational in 2000. It too has an internet connectivity, where surfing for desired information can be done. At present the library has the collection of 43572 printed documents, 4872 back volumes, 1638 theses/dissertations, 150 current periodicals.

The University Library provides various services to users, photocopy service, lending service, current awareness service, reference service, bibliographic service, internet facility.

Acquisition Policy

The library has following Acquisition Policy
• Vice-Chancellor allocate budget to each department.
• Library committee accept the budget allocated by Vice Chancellor. All these activities are controlled by university library.
• The quotation calls for discount.
• Directors of different schools and teachers recommended books for their concerned departments.
• After verifying the duplication of books, on the basis of same discount, books purchased from the same booksellers for 2 to 3 years. Then again after 2 to 3 years quotation calls.
• The books published before five years excluded from the list and only latest books purchased by the library. Those in case of rare books, only these books are purchased. If the books are published before fifteen years that books are purchase on 35% discount, if recommended by Directors of schools.
• The bills verify with total budget allocated. If funds remain then librarian notified to the concern directors of schools about the utilization of funds and again books purchased.
• List of newly acquired books sent to the different schools of university.

7) **Swami Ramanand Teerth Marathwada University, Nanded**

The library of Swami Ramanand Teerth Marathwada University as the Nucleus of the teaching learning program. Though the collection is not larger by number, it is rich in quality shortly it will cross the number of 50,000. The basic functioning of any document is its use and hence a user occupies important place in functioning of the library. At present the library has the collection of 43586 printed documents, 4976 back volumes, 672 A/V materials, 151 current periodicals.
Library is a member of INFLIBENT and INFONET project sponsored by UGC. All selections of the library are fully computerized. Searching for a book on particular subject can be done with the help of computer with on line Public Access Catalogue (OPAC). Internet Service is available for registered members of the library. 263 Documents on Hyderabad Freedom struggle is made available for reference to the researcher. Back volumes of periodicals since 1997 is preserved.

**Acquisition Policy**

Acquisition policy of this library is one of best policy amongst all university libraries in Maharashtra. The policy is as follows.

- Every year Senate member of the university allocated and sanction the budget for library.
- Available Amount is distributed to different schools by library committee. This distribution is for books and periodicals.
- Quotations to decide-terms and conditions of supplier have called every year.
- The trade terms of supplier based on the quotation received are finalized by the library committee.
- Teachers and Head of the Departments in the school requisition for required books to the Directors of schools.
- The list of the books sent by the Directors of the school is circulated amongst eight to ten book sellers all over India to check availability and cost. After availability and cost verified, duplication is checked.
- The response received from the book sellers is tallied with available budget.
- If the requisition is within the budget amount then the order is sent directly to the book seller, whose response has received first.
If cost of the books is more than that the budget available then Directors of School categories the list into first priority and second priority. And first priority books are ordered first from the available budget.

The quotations are called only for terms and conditions of supplier. Therefore, the firm which is not included in the quotation can also supply the books (No limitations for vendors).

**Generally, since from 1997, the terms of supplier are as follows.**

- The book seller should have Income Tax Pan No.
- Books published before ten years are accepted with 30% discount.
- Reference books and set volumes are accepted with 20% discount.
- Regional languages (like, English, Hindi, Marathi, etc.) are accepted with 15% discount.
- Remaining books are accepted with 10% discount.
- If the book seller not ready to supply the books as the discount stated above then the books are accepted with less discount with permission of Vice-Chancellor (Discount is not important but the books recommended by Directors of school must purchased for the library is the objective of acquisition policy)
- Foreign publications are accepted with 16% to 17% discount.
- In case of foreign publications, when the cost of the books is not mention on the book, then the book seller has to attach Xerox copy of publisher catalogue showing the cost of book. GOC (Good office committee) rates of the conversion for exchange accepted.
In certain cases, when the teachers visited any bookshop, he/she can bring the list of available books on their subject, which is then recommend by the Director of the school and by completing the whole procedure as discussed above, the order is sent to the concern book seller, to whom the teacher bring the list.

Control in multiple copies of books are also decided on the basis of "One copy for 10 students" and "One copy for teacher" criteria.

The collection development turns out to be vital in the organization of information. The quality of the collections and the services that they offer in any information institute depends on the process of selecting and acquiring the information sources. The information policies have to adjust to the requirements of the organization and provide information to all its members. Therefore, proper attention is required for building the need based collection among the university libraries.

From above acquisition policy it is observed that all university libraries have the same acquisition policy. Heads of the various Departments recommends the books according to their subject needs. On the basis of this policy the suggestions have been given.

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