UNIT 5 DOCUMENT SELECTION AND ACQUISITION

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5.0 LEARNING OUTCOMES

After studying this Unit, you will be able to:

- describe acquisition routines and the changing acquisition scenario in the present century;

- highlight methods of ascertaining users needs for library materials;
5.1 INTRODUCTION

Libraries exist for readers and serve them with information and knowledge sources that they need. Not only libraries serve information needs of the present generation but even of the future generations as well. To meet and fulfill their mandate, libraries build up collection through a well-defined process of selection and acquisition of information materials. Acquisition is defined as employment of a range of methods to provide users resources for access to the information.

Libraries are categorised as public, academic and special library, depending upon which type of user constituency constitutes the majority user group in a library. These different types of libraries differ in their information needs and the literature needed to satisfy their needs. Therefore, the first step to start the acquisition process in a library is to ascertain the needs of its user community. The next step is to select documents that have potential to satisfy their needs. Document selection is done from out of the publications that publishers and other commercial firms, institutions, organisations and government bodies publish every year both in print and in electronic format.

Selection is done taking into account the funds available for acquisition and space available to accommodate additional resources. Each library therefore has to have a book selection policy and has to apply it strictly to build its collections on ongoing basis. Although libraries acquire resources through various methods, studies reveal that purchase order method for new documents to publishers or their agents is the most popular mode. The other methods include acquisition as gifts or under arrangement of deposit from individuals or from research organisations and government bodies. In addition, academic and special libraries acquire documents under exchange arrangement with sister institutions and professional organisations.

Acquisition of priced publications also requires selection of appropriate supplier/suppliers under agreed terms and conditions of supply. Selection of suppliers has to be made very carefully as in certain cases payment to suppliers is made in advance. There are set routines for processing of acquisition orders and receipt of consignments. All the acquired materials are normally entered in the accession record before these are processed and made accessible to readers. Acquisition process is complete once the document has been entered in the accession record.

Acquisition Routines and the Changing Acquisition Scenario

Until the closing years of the 19th Century library collection consisted mainly of only books – printed and manuscript. However, the 20th Century witnessed non-book materials also becoming part of the library collection. These included audio-visuals such as slides, gramophone record and microfilms. Microfiche, micro card and other microforms started becoming part of the solution to ease space problem in libraries created by steep growth in their serials collection. The multi-media developments in libraries as stated above, however did not impact much the acquisition routines of libraries. But the e-resources becoming part of the library collection coupled with developments in ICT did influence the acquisition character and its routines in a big way. The e-resources, unlike print materials and other multi-media non-book materials,
quite often do not become part of the library property. Libraries only get access rights to e-resources and not their ownership and that too, under negotiated licensing terms and conditions. Therefore, the team that is to be constituted for the selection of resources must include not only information technology experts but even persons with legal expertise. Furthermore, steep rise in the subscriptions to e-serials has led to libraries to forge closer cooperation in acquisition. Cooperative acquisition took the form of consortium.

5.2 ASCERTAINING USERS NEEDS

The aim of a library is to meet the information needs of their users. Therefore, the first step to start in the acquisition process in a library is to ascertain users needs for resources. Libraries have developed various methods for the purpose although some of them are specific only to special or public libraries.

a) Study of objectives and mission of the parent organisation/sponsoring body,

b) Study suggestions received from users, on daily basis or, in consolidated form, at regular intervals,

c) Study information received through survey/questionnaires from user community,

d) Study of syllabi of courses of study of the academic body,

e) Study the research projects and programmes of the parent body,

f) Study scholars' profiles maintained for SDI service and

g) Study the nature, history and culture of the user community.

5.3 SELECTION OF DOCUMENTS

In document selection, the major issues before libraries are resource constraints in respect of financial resources and physical space and the ever increasing user requirements for documents. The gap between the demand and actual library acquisitions has been widening. In this context, the need for judicious selection of titles for building library collections assumes greater importance. The library therefore must decide to form its book selection policy and evolve certain acquisition principles which it may apply as guidelines in the document selection process. Book selection policy may be developed keeping in view: i) the quality and quantity of existing library collection, ii) the present and anticipated readers needs and iii) the current budget position of the library and its staffing. The actual policy framework will however vary from library to library.

Public Libraries: The users of public libraries are an assortment of people. They range in age group, educational level and in social and cultural background. Their information needs are both educational as well as recreational. The book selection policy will have to take into account these diversities in meeting their needs for literature. Though suggestions from readers do play a good role in book selection process, it is the selection committee and the librarian who will play far more active role in document selection.

Academic Libraries: This group consists of school libraries, college libraries and university libraries. School libraries have a homogeneous group of users. To a great extent their needs for resources are well defined. In selection of materials for the library, teachers will play a dominant role. But one must not overlook the needs of students for broadening their knowledge and vision and hence the need to provide reading materials
of general nature as well in the school library collection.

The collections in college and university libraries are both homogeneous as well as heterogeneous. It is homogeneous in terms of teaching programmes at the graduate and post graduate courses. It is heterogeneous from the point of view of number of subject disciplines covered in academic libraries. Besides, the selection is a mix of publications from local, national and overseas publishers. A sizeable part of their collection is also in foreign languages. The most important characteristic of academic library is the dominant role that the faculty members play in the selection of resources for acquisition.

Special Libraries: Special libraries are identified by a) small collection, b) with narrow subject areas and c) by collection of publications of recent origin. Librarians in special libraries are quite often subject specialists, have direct contact with individual readers and play good role in document selection. In special libraries bulk of library collections is in the form of serials, research reports and pre-prints of articles.

Self Check Exercise

Note: i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

1) Explain the changing scenario of acquisition.

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2) Describe the methods of ascertaining demand for documents.

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3) Describe the difference in collection of school library and special library.

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5.4 SELECTION PRINCIPLES

Selection principles have been evolved which serve as guides for selecting documents for library. The followings are some well known principles:

Drury’s Principles: Drury described his principles in his book, Book Selection, published by ALA in 1930. It is a list of 21 points. The gist of his principles is that the aim of selection should be “to provide the right book to the right reader at the right time”.
Dewey’s Principles: Melvil Dewey suggested that in selecting document the librarian should see that the document is “the best reading for the largest number at the least cost”.

Ranganathan’s Principles: According to Dr. S.R. Ranganathan, documents fall under three categories: documents which are of basic or of primary interest to the users; documents which may be required, at one time or other, to supplement the basic documents and documents which are of no relevance to the primary area of work. The first category is called umbral documents, the second is called penumbral documents and the third is called alien documents. The library should make comprehensive collection of umbral documents, selective acquisition of penumbral documents and depend on other libraries for satisfying needs for documents of alien nature.

5.5 SELECTION CRITERIA

Selection of Format
With print resources now becoming available in electronic form also, an important consideration in library acquisition is to determine the format in which a document should be acquired. The following are the broad guidelines to decide the document format in the selection:

- Reference sources such as directories, yearbooks and encyclopaedias get out dated fast, hence these should be acquired in electronic format.
- Classics and text books type publications and scholarly books in various disciplines are better acquired in print format.
- More and more serials are moving towards electronic format, some exclusively and some along with their print version. Hence, serials may be acquired in electronic format.

General Criteria for Selection
The following criteria are considered helpful in the selection of documents in print and electronic format:

- Authority of the creator of document i.e. the standing of the author in the world of scholarship,
- Scope of the subject in the book, i.e. broad or limited,
- Level of treatment of the material in the book, i.e. is it meant for young people, general readers or for specialists,
- Arrangement of the matter provided in the book, i.e. whether it is systematic, logical and compact or not.

Additional Criteria in the Selection of Electronic Documents
The following factors may also be taken into account while selecting electronic resources:

- Content: Content should be complete with examples, illustrations and appendices, news items, etc.
- Access: Access facility in terms of time, place and category of persons should be clear.
Support: Hardware and software support for the database should be made very clear.

Cost: Databases are available in various cost models; hence the library must be clear about access cost for a document.

Self Check Exercise

Note: i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

4) Describe general criteria for selection of document along with additional consideration for e-documents.

5) Describe various methods of acquisition of documents.

5.6 SELECTION AIDS/TOOLS

Tools which are commonly used for selection of document fall under two categories: a) tools which help identify new materials, b) tools which help select older documents, needed to fill gaps in library collection. Apart from these there are tools which are helpful to complete bibliographical details missing in selected documents.

5.6.1 Selection Tools for Addition of New Publications

a) National bibliographies including trade catalogues,

b) Reviewing journals,

c) Directory of serials and

d) Advertising materials brought out by publishers from time to time.

National Bibliographies


British National Bibliography London, The British Library. Published regularly from 1950, by the British Library – it is the most reliable bibliographical source for identifying new publications in English and some other European languages published in England.
Indian National Bibliography

Indian National Bibliography Kolkata, Central Reference Library, 1958. The Bibliography began as a quarterly publication with annual cumulation. This publication remained irregular for many years; from 2000 it is published as a monthly with annual cumulation at the end of the year.

Trade Catalogues


British Book News London, Whittaker

No Indian trade catalogue is in regular publication till date.

Reviewing Journals

Reviewing journals are a helpful source for book selection. The Times Literary Supplement and the New York Review of Books are the two well known reviewing journals in English and other European language publications. But these sources restrict their coverage to only books published in Western countries. The Book Review, New Delhi and the Hindu Literary Review, Chennai, are the examples of some Indian reviewing journals. The Wednesday issue of the Hindu newspaper carries a list of new publications and two or three long reviews.

In addition to the above, most of the scholarly subject serials in various subject disciplines carry reviews of recent publications in their subject fields.

Book Review M. 1976-, New Delhi, Book Review Literary Trust

Biblio: Review of Books, BM. 1996-, New Delhi, Biblio Charitable Trust


Directory of Serials

Ulrich ’s International Periodical Directory including Irregular Serials and Annuals published by R.R.Bowker is the well known directory for serials published all over the world. The Press in India brought out by the Government of India may be used as a source for selection of newspapers and other serials published from India.

Advertising Materials

Publishers, in order to promote sale of their publications, bring out advertising materials such as follows:

- Publishers Blurbs in the form of sheets, containing details of a title along with opinions of scholars about the titles.
- Advance notices for titles about to be published.
- Publishers Catalogues released annually contain brief description of each title and serve as complete record of their publications. Such publicity materials are also released during book fairs.
- Publishers’ websites are also a source for knowing complete range of publication of an individual firm.
But all the above tools are at best a publicity material and should be used as selection tool with caution.

5.6.2 Selection Tools for Addition of Old Publications

a) Printed catalogues of older libraries,
b) Standard subject bibliographies,
c) Catalogues of book sellers selling second hand books.

Printed Catalogues of Major Libraries

The Library of Congress (US). *National Union Catalogue*. The catalogue was begun in 1901 in card form. Today it one of the most complete record of Western language publications available in the Library of Congress including collection of more than 1500 other American libraries who feed information to the NUC.


Both the catalogues are available online as well as in CD.


Major Subject Bibliographies

*Bibliography of Indian Literature 1901-1953*. New Delhi, Sahitya Academy, 1962. 4 v.


Bibliographies brought out annually under Unesco Series “International Bibliography of Social Science”.

Guide to Reference Sources


Electronic Databases


Very often suggestions for materials received from user community lack complete bibliographical details. The absence of these details hampers the job of checking their availability in the library and also in deciding about vendor for placing order. Completion of bibliographical details is therefore an important and essential job which is done with the help of appropriate sources for the purpose. Tools for completing bibliographical details are: a) books in print, b) printed catalogues of major libraries c) subject bibliographies.

Books in Print

*Books in Print*. R.R. Bowker Co. Begun in 1880, the annual is now available in 9 printed volumes as well as in CD and online. The information included is author, editor,
price, publisher, year of publication, number of volumes, Library of Congress card number and International Standard Book Number.

_Whitaker’s Cumulative Book List_. London: Whitaker, 1924 -

We have already seen above examples of major library catalogues and bibliographies.

### 5.7 METHODS OF ACQUISITION

Libraries acquire materials through a mix of methods available for the purpose:

a) Acquisition through purchase order,

b) Acquisition through membership,

c) Acquisition under Exchange Arrangement,

d) Acquisition through Gifts, and

e) Acquisition under Deposit System.

#### 5.7.1 Acquisition through Purchase Order

A major part of the acquisition in libraries is done through purchase from publishers or their agents. The library may select books brought to the library by local book sellers. It may place order for selected titles with a local or foreign publishers/suppliers. The library may place standing order to send books to the library, on a specified subject area, as and when books become available. Acquisition by this method presents certain problems to libraries. Some of the problems are common to all libraries but some other are specific to Indian libraries.

**Common Problems**

a) Management of Financial Resources

b) Personnel for Selection of Resources,

c) Acquisition Method for Purchasing Resources,

d) Negotiation for Terms and Conditions of Supply and

e) Problems Specific to Indian Libraries.

a) **Management of Financial Resources**

Libraries receive a fixed amount each year from the budgetary allocation of the parent body. This amount is mostly based on previous year’s expenditure with some increase to provide for likely rise in prices. An important function of librarian is to keep an eye on the overall expenditure, as well as, subject wise or department wise expenditure to keep it well within the allocated amount. In this function the librarian has to face quite often tough situation with individual departments or faculty members. One way to get over such situations is to prepare a proposal for book budget after consulting the departments about their information needs for the next year and put them before the parent body, before they finalise book budget for the next year. But the most important way is to follow a proper system of accounting. Its main purpose is to tell the authorities as well as the individual faculty member or member of the governing body that the expenditure is incurred as per approved amount. The libraries generally keep the following records:
Library Routines

- General Invoice Register,
- Accounts Register (for each subject/department) and
- Monthly Statement of Expenditure

b) Personnel for Selection of Resources

Selection of resources in a given discipline is a highly skilled job which requires responsible persons having exposure in different areas such as follows:

- An exhaustive knowledge of needs of the user community,
- An understanding of the world of scholarship,
- Acquaintance and knowledge about scholars in various disciplines,
- Capability to take decision about format (online, CD, microfilm) in which a particular document should be acquired,
- Nature of the publishing market and specialisations of publishers and
- Familiarity with strength and weaknesses of different selection tools such as reviewing journals, national bibliographies and trade journals, etc.

In view of the above it has been found that the librarian plays a very proactive role in the selection of documents.

c) Acquisition Method for Purchasing Resources

Libraries need to decide about one or more of the various systems available for purchasing resources. The following are some normally available systems:

i) Open purchase,
ii) Direct order to publishers,
iii) Books on approval,
iv) Order to a stockist/jobber,
v) Standing order to an agent/publisher,
vii) Quotation Method/ Standing Vender Method
viii) Consortium method and
ix) Online Book seller/Buying Books on Web.

i) Open Purchase: In case of open purchase library staff, members of the book selection committee, faculty members, visit booksellers and make selection on the spot. Selected items are transferred to the library for checking and completing the process for invoice settlement. The method is simple, time saving and satisfying to the user community. But it can be adopted fruitfully only in metropolitan cities where a number of stockists are available. It can also be used during book fairs when a sizeable publishers and stockists put up their stock on display.

ii) Direct Order to Publishers: The library may choose placing order for selected titles directly to the publishers. The method is credited with many advantages such as:
Advantages of the Method

- Saving on service charges (which are sometimes claimed if order is placed with an agent/vendor),
- Speed with which supply is executed,
- Prompt replacement of defective or missing items in consignments,
- Negotiation for licensing terms, in case of electronic sources, protects library interest,
- Advance payment, if made, remains in safer hands,
- Some publishers are reluctant to supply books through an agent and prefer direct dealing with libraries,
- E-service interruption can be resolved quickly,
- Back issues of the same e-serial can be accessed on the same server as are the current issues, and
- The publisher can provide user statistics for individual e-serials, which is helpful in selection of serials.

Disadvantages of the Method

But dealing with publishers directly is not without its disadvantages. The following are some disadvantages in the method identified by scholars:

- The library will have to maintain as many files as the publishers requiring more staff time in file work,
- Each e-resources firm having its own search engine will make library staff learn their functioning as well as their vocabulary,
- Publishers deal with bulk order for individual titles, order for one or two copies may not be executed with usual discount available through agents,
- Publishers are often not prompt in communicating reasons for delay in supply,
- Individual libraries have been found to be weak in negotiating terms for license for access to e-resource.

iii) Books on Approval

The method of receiving books on approval for selection and purchase has been the most preferred way with most of the libraries. Libraries fix a day in a week or month, when local stockists are allowed to bring new books to library. Books are selected and retained for, checking for duplicates and for approval of selection committee. Once these steps are over, the total cost of selected books is checked against the budget allocation for the subject. If funds are available order for selected items is confirmed.

The method functions well with libraries in metropolitan cities where concentration of a number of booksellers allows choice from large number of titles. These days, booksellers from major cities, take large collection of books for selection even to libraries in smaller cities.

One major problem in the system is that selection can be done from only those books which booksellers select to bring to a library. Obviously stockists/booksellers import only titles for which they consider there would be wider market. They do not bring many important books for which they think there would be only few buyers.
iv) Order through an Agent/Vendor

Libraries acquire publications brought out by fairly large number of publishers. Although in certain specific cases it may be better to order through a publisher. But most of the libraries deal with agents for their requirements. Dealing with agents has many advantages.

Advantages of the Method

- The foremost advantage is saving on correspondence, saving in staff time and saving in file work,
- With better market knowledge they are efficient in executing rush order,
- In case of serial subscription agents are preferred for their up to date information on likely changes in subscription rates,
- Many agents have been found to offer discount for early payment,
- Agents are now participating in librarians’ conferences to have better understandings of library needs,
- Agents often send staff to the library to sort out any technical problems that might crop up in access to e-resources,
- In case of serials in foreign languages, language specialists at the agent’s office can handle foreign titles and communicate with publisher library’s problem in their own language.

Disadvantages of the Method

- Acquisition through agents is a preferred method for serials and the disadvantages are also mostly in connection with serials receipt.
- In case of serial subscription, agents follow annual billing system at the old subscription rate. They raise supplementary bills if the subscription rates are revised this creates budget adjustment problems.
- In case of change of subscription agents, the library must communicate order number reference to publishers and inform that it is only change of agent and not a new order, to ensure supply. Any delay in communication may result into break in supply of serials. The clarification is also necessary otherwise publishers may ask for renegotiation for licensing terms.
- In changing the agent, library also looses usage statistics for the previous period as the same was on the server of the old agent.
- Since serials are subscribed with advance payment, failure of an agents’ firm may result into huge financial loss to the library. To get over the problem libraries now enter into a written agreement with agents before making advance payment.
- Agents often fail to supply publications originating in non English speaking areas such as the Arab countries. In case of learned societies’ serials agent demand handling charges.
- Any delay by agent in forwarding subscription amount to publisher, the library may loose a few issues before supply begins.

v) Standing Order Method

Research institution libraries and academic libraries often need complete or sizeable
collection on a specific area or in a branch of a discipline. In order not to miss any thing in their special area libraries place standing order with a firm /firms to supply all publications in the subject of their interest as and when these are published. Such orders are open till they are cancelled. Similar policy is adopted in case of publications under a series or books which are published in parts over a period of time. But standing order, for books in a series or books published in parts, are limited to the period till all its parts have been published. Obviously open standing orders require complete description of the needs of the library and the type of publications required so that unwanted materials are not supplied.

vi) Quotation Method/ Standing vendor Method

Under the method libraries invite quotations from local suppliers for terms and conditions of supply and rate of commission/discount on printed price of books. Generally, the quotation of the firm offering highest discount is approved and the firm is asked to supply required books. If this arrangement is for the whole financial year the method is called Standing Vendor Method. Alternatively library may go for quotation, each time it has prepared a list of its requirements and after inviting quotation may place order to the firm offering the most favourable terms for supply.

Outwardly the methods seem to be in the interest of the library. But in real sense these are not helpful in developing collection fit for meeting the needs of the user community. Clever bookseller by offering a higher discount gets the firm approved for supply. But such firms fail to supply titles of short discount or no discount. They also fail to supply titles published outside the English speaking world or titles in regional languages.

vii) Consortium Method of Acquisition

Acquisition of resources through a consortium, a form of resource sharing among libraries, emerged in the late 90's of the last century, when subscribing to electronic serials became very expensive. Under consortium system libraries, subscribing to the same titles and titles in the same field, form a loose group called consortium. This arrangement helps in negotiating favourable terms in subscription rate and services from the electronic serial supplying firms. The participating libraries achieve saving in subscription rate. They also get facility of accessing even to those journals not subscribed by them. Indian National Digital Library of Engineering Sciences and Technology (INDEST) is a consortium set up by the Ministry of Human Resource Development in India.

viii) On Line Booksellers/ Buying Books on Web

Digitisation of already published book on commercial level has led to emergence of a new type of book dealers specialising in providing old publications. Amazon.com is one of the most well known firms in this category. Other firms include Barnes and Noble and Borders.

d) Negotiation for Terms and Conditions of Supply

In acquisition work negotiation for terms and conditions of supply is an important job. The firm must agree to supply materials on time, in good condition and as per order for number of copies. It must also be bound to replace defective copy of a title. Terms and conditions of supply among other things include: i) trade discount on printed price, ii) payment method, iii) price models for access to e-resources.

i) Trade discount: Suppliers usually provide a certain discount on printed price of books. The rate of discount is often subject of negotiation. Some years back there was a Good Offices Committee composed of librarians, suppliers’ representatives
and UGC and Ministry of Finance nominees, which recommended discount rate as well as conversion rate for foreign currency priced books. Now days each library has freedom to settle these by mutual negotiation.

ii) **Payment Methods:** Payment methods are also a point for negotiation. Subscriptions to serials are generally paid in advance. Some suppliers insist on advance payment for supplying even books. Advance payment involves risk of loosing the money if the firm goes out of business or takes undue long time in executing orders. The library must to ensure the credit worthiness of the supplier before making advance payment. Some libraries therefore enter into a written agreement to ensure that the firm does not default.

iii) **Price Models for E-Resources:** Negotiation on price/license fee, for providing access to e-resources is another important point for negotiation. Since access to e-resources requires understanding of functioning of accompanying hardware/software and technical support and e resources often have more than one pricing models, it is better if people with technical knowledge and, some with legal background are also associated in negotiating the terms and conditions of access to e-resources.

e) **Problems Specific to Indian Libraries**

The above discussed problems are of general nature faced by libraries all over the world. But there are certain problems specific to Indian libraries. These include:

i) **Location of Book Market:** In India publishing industry is concentrated in a few metropolitan cities. Libraries in outlying areas have to depend on local jobbers who often fail to bring needed materials. Orders placed with major booksellers are not attended promptly. Information about new publication reach late and by the time orders are placed titles get sold out.

ii) **Foreign (Non-English) Language Publications:** Indian book dealers have very limited facility for importing books from non-English languages publishing world. Academic libraries with facilities for area studies fail to provide enough materials for supporting teaching and research programmes for lack of required resources.

iii) **Serials Subscription:** Indian libraries face problem in selecting serials for their libraries as no up to date directory with complete details like those provided by the Ulrichs’ directory.

iv) **Indian Languages Publications:** Publishers of books in Indian languages have not been able to publish enough books to support higher level studies. Selection tools for Indian languages publications on the pattern of English language have not developed in the country.

v) **Government Publications:**

5.7.2 **Acquisition through Membership**

Libraries receive publications by virtue of their membership of research organisations, academic bodies and professional associations. The membership to these bodies may be free or it may require payment of an annual fee. As part of their mandate, these organisations bring out publications and distribute them to their members. An important characteristic of such publications is that these are often not available in open market.
5.7.3 Acquisition under Exchange Arrangement

Libraries get publications under exchange arrangement with research organisations and universities in lieu of publications of its own parent body. Mostly such exchange arrangements are for exchanging serial publications. Acquisition under exchange agreement between national libraries of two countries is also a very common feature. Exchange arrangement can be of open nature where the two agreeing bodies exchange publications irrespective of value of publications. In other cases an attempt is made to see that the value of publications exchanged is equal to the value of the publications received.

5.7.4 Acquisition through Gifts

Acquisition of publications through gift is a well known source for libraries of all categories. Gift may be received without any request for it, or it may be in response to a request by the library. In most of the countries, libraries receive as gift certain categories of central and state government publications as a matter of routine. Political parties and pressure groups also gift their publications to propagate their views and ideologies. International organisations such as the Unesco, the World Bank, United Nation and its subordinate agencies send their publications as gift on regular basis to academic and research libraries.

Families of eminent personalities gift their collection on their death to one or other library. Even eminent scholars, on retirement from active life, gift their collection to a library. Such collections are prominently displayed in libraries as a separate collection with the name of the donor. You will see such collections in the National Library of India, the library of the Asiatic Society of India, Kolkata and many academic and special libraries. Resources received as gift, often, contain valuable materials not available in the library and also not available in open market.

Materials received as gift also create problems for libraries. Sometimes gifts come with certain conditions which libraries find difficult to fulfil. Some gifted collections contain materials not relevant or out of scope of the library. Such materials create space problem. It has been suggested that the library should have a clear policy about acceptance of materials offered as gift.

5.7.5 Acquisition under Deposit System

University libraries, research institution libraries and state level and national level public libraries are often selected as depository libraries government publications. Some international organisations such as the Unesco, the World Bank, the ILO, etc. also make some libraries as their depository library. The Jawaharlal Nehru University Library is a depository library for United Nations publications. Gokhale Institute of Economics and Politics is depository library for the World Bank publications.

Often such materials are not relevant to the library needs and create space problem and service problems. Their management is time consuming. The library must keep on assessing their use value and where possible, weed out unwanted publications at regular intervals.

Another type of deposit is collection of private books and documents of well known persons kept in a library and open to scholars for research purpose only. The Sapru House (ICWA) Library has private papers of Jaya Prakash Narayan. The Nehru Memorial Museum and Library is famous for deposits of private papers of eminent politicians and social workers.
Self Check Exercise

**Note:**

1. Write your answers in the space given below.
2. Check your answers with the answers given at the end of this Unit.

6) Describe systems normally available for purchasing documents.

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7) Describe problems specific to India in purchasing documents.

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5.7.6 Order and Receipt Process

Order process is composed of three routines:

i) Pre-order routines,

ii) Order placing routines and

iii) Receipt of supply routines.

**Pre-order Routines**

- **Checking of book selection slips:** All the slips ready for indent are checked, for accuracy and completeness of bibliographic details; for duplication with existing collection; for duplication with record of books already on order and record of those already received but awaiting processing. Slips which are found duplicate are checked with in charge of the section if duplicate copy/copies are required.

- **Confirmation of funds availability:** The total cost of the indent is checked up with the financial provision under each subject and the unspent balance available in the budget.

**Order Placing Routines**

Before forwarding orders to selected firms, the terms and condition of supply should be checked to avoid supplier making extra charge for postage and packaging in the invoice; clarification made in order letter mode of despatch for items on order; need for any specific requirement in invoice, etc. should be clarified; the estimated amount of the order should recorded in budget allocation register. The book selection cards of books ordered should be filed in order tray.

**Receipt of Supply Routines**

- The first job in receipt of supply is checking the package for correct address and its physical condition.
The next job, after opening, is to see for any communication in the packet regarding supply position of titles not supplied.

Compare the supplied titles with the order copy and verify for number of copies and price of the titles.

This is followed by scrutiny of each title for its physical condition and completeness of the text. Defective and incomplete titles must be returned promptly.

Transfer corresponding book selection cards from order tray to receipt tray.

The books along with the invoice may be now sent for accession record. After accession the invoice with accession number recorded, shall be entered in the bill register for transfer to the payment office.

5.8 ACCESSION WORK

The acquired materials are property of the library and the library should have their inventory in some form or other. Accession work is the routine of preparing and maintaining the inventory of collection. Automated libraries have a module for accession. In the absence of automation, the inventory is maintained in the card form or in register form. Maintaining accession record in register form has been in practice for a long time. Since the record has to be preserved the register used must be of strong quality paper and have good quality binding. Dr. Ranganathan has suggested that the book selection card which has complete bibliographical details may have column for recording accession number. On receipt of a book the corresponding book selection card should be removed from order tray, the serial number assigned to the book may be entered in the column and the same card may be preserved as accession record. Following this method, all book selection cards, on receipt of books, shall turn into accession cards arranged in trays in serial order. But the trays containing cards must be kept in safety cupboard.

5.8.1 Accession Policy

Accession work is recording acquired material in a register. All the material that has been acquired and accessioned must be preserved. Libraries collect both books and non-book materials. They also acquire electronic materials, both online and offline. Though majority of the documents are purchased, a substantial number acquired, is received as gift, under membership or exchange arrangement. Among those not purchased, often a large number of materials are of temporary value and not worth preservation. Similarly serials become a complete volume after receipt of all the issues. Books, published in parts, but with running page number, become complete when all the parts have been received. The physical details of non-book materials are different from those of books or serials and cannot be recorded in accession register with columns developed for books or book like materials.

In view of these and similar issues, the library must formulate an accession policy to resolve these issues. The policy shall spell:

a) criteria for deciding what, among those acquired without payment, should be accessioned,

b) whether there should be a separate or one register,

- for books and non-book materials,
- for purchased and gifted materials,
c) whether record about the price of foreign publications, should be converted in Indian rupee or written in foreign currency.
should be the printed price or actual price paid after deducting commission on the price.
d) whether author’s name should be written in inverted form or as they appear on the title page,
e) how to write price of a gifted book with no printed price on the book.

Smaller libraries follow single sequence accession register for accession work as their collection consists mainly of books. Accession register for books, with printed columns, are available with library stationary suppliers.

5.8.2 Accession Work Procedure

Books, received in order section, after checking for correct supply and recorded in order file, these are transferred to the accession section along with bill for accessioning. Actual accession work is carried out as follows:

- Books are arranged in the order in which they are listed in the bill.
- Each book is examined for any defect in pagination, binding defect and presence of inserts such as map, CD, etc.
- Bibliographic information of the book is recorded in the appropriate columns of the register.
- The serial number of entry in the register, called accession number, is written on the verso of the title page and at the last page of the book. Some libraries fix a page in the text of the book as library’s secret page and record accession number on this page also. This practice has been found very helpful in identifying details of a book if its title page is missing.
- The accession number of the first book and after a dash that of the last book in the bill is written on the bill.
- The bill is transferred to the accounts section and the book is transferred to the technical section.

Books received without bill (gifted, or deposited etc.,) are first arranged in alphabetical order by author’s name before accessioning them in the accession record. An estimated price is written in price column if price is not printed on the book.

Self Check Exercise

Note: i) Write your answer in the space given below.

   ii) Check your answer with the answers given at the end of this Unit.

8) Describe the points to be covered in an accession policy.

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5.9 ACQUISITION OF SERIALS

5.9.1 Serials Basics
Traditionally periodical acquisition work has been considered somewhat different from book acquisition. As a result it is carried out by periodical department. The annual work in serials acquisition involves renewal of subscription or addition and cancellation of a few titles. However, periodicals selection is just a one time job. According to W.G. Potter the serial management functions requiring special treatment are the subscription control, check in, claiming and binding and these are largely clerical in nature. These functions need special treatment due to peculiarities of periodicals publications which Dr. Ranganathan has given as follows:

- Titles contain generic names such as Newsletter, Bulletin, Proceeding, etc.
- Titles change on republication after suspension of publication for some time.
- Titles change due to split of a journal into two independent serials or merger of one serial with some other serial.
- Publication schedules change, say, from monthly to fortnightly or bi-monthly.
- Change in sponsoring body after, say, an academic body hands over the serial to a commercial firm and again resumed by the academic body.

The acquisition of serials involves: i) ascertaining demand, ii) selection of titles, iii) selection of suppliers and management of finance. Periodicals, like books are also acquired through order, membership, exchange and gift. The routines under all the above heads are no different from those we have studied above in relation to monographs. We shall therefore restrict our description to areas which are distinct from book acquisition.

5.9.2 Selection of Suppliers
Periodicals, unlike books, arrive in issues spread over a whole year. Often, though not always, each title is published by only one agency. Payments for subscription are made in advance for one or more years. Annual routines in subscription are limited mostly to renewals, addition of new titles and cancellation of some old titles. Acquisition is title by title from a large number of publishers. These peculiarities have led libraries to restrict selection of suppliers to subscription agents, despite associated risks such as losing advance payment made to an agent if the firm goes out of business. The following are some points that go in favour of agents:

- Faster file clearance since the library is not required to maintain multiple files,
- Accounting becomes easier as library is now not required to deal with multiple invoices,
- Faster subscription renewals as agents have up to date pricing information and can also provide advice on signing license contract for e-titles,
- Many agents are known to offer discount on early payments,
- Rush order processing is easier since agents can process subscription titles quickly and
- Agents quite often send their staff to client library to sort out any problems arising in computer system in the periodical section.
5.9.3 Consortia as Method of Acquisition

The emergence of digital serials coupled with their high subscription costs forced libraries in the 1990s to turn towards cooperation in serials acquisition. The Internet, World Wide Web and other distributed information systems made resource sharing more efficient. This sort of developments in computing have made acquisition through consortium mode feasible and provided libraries more leverage to negotiate terms of e-journals supply in their favour. Consortium method of serials acquisition offers added advantage. It provides every consortium member library total access to consortium resources irrespective of e-journals it has subscribed. This feature increases libraries reach to more and more journals without any additional cost. Some important consortia in India are the INDEST and CSIR E-Journal Consortium.

5.9.4 Order System

Serials order work has been categorised as:

- **First Order or order for new titles**
- **Renewal and Cancellation**
- **Order for Back Issues**

**First Order**: First order refers to order placed with vendors for periodicals selected for acquisition for the first time. Libraries decide about the journals and magazines to be acquired in the library in the very first year of their inception. We may call this as the core list of periodicals acquired by a library. The list, finalised by the selection committee, is split into magazines and periodicals. Magazines are periodicals of popular nature, containing general articles, stories and cartoons, etc. Periodical publications contain articles of scholarly nature, news and reviews of books, on a discipline or branch of a discipline. Orders for newspapers and magazines are usually given to some local supplier of newspapers. This order is almost a standing order till it is cancelled. Bills for such local supplies are settled on post receipt basis at the end of the month. Such bills are passed after checking the receipt position from the register of entry for these materials. The first order for core periodicals is placed with the approved supplier/suppliers in an order form of standard format. It contains title, ISSN, publishers’ name and address, volume, issue number and date of the first issue to be supplied and delivery mode (surface mail or air mail) about each periodical. Each title is also given an order number. The order is placed with clear description that it is a standing order and subscription is to be renewed annually till cancellation letter is issued for any or all the titles. The periodical section maintains two files, one containing the list of serials subscribed, in which titles are listed alphabetically by their names and in the other list titles are arranged by order number of the titles. The office copy of the order letter, after the order has been posted, is filed after recording order reference on the registration/Check-in record for each title on order.

**Renewal and Cancellation of Subscription**: Renewal of subscription is an annual routine. The agent/vendor automatically, on a fixed date before the expiry of period of subscription, sends to the library, either a check list or a set of invoices for all the periodicals subscribed through the firm, for library’s review and instruction. The invoices are checked with the registration record and in case of regular supply of titles, the new invoice are transferred to the administration for payment. Major subscription agents often send a one line invoice covering subscription for all the journals subscribed through them around September or October before the expiry of the earlier subscription. Libraries make the payment after checking receipt position of the titles covered in the invoice.
Their definitive invoices are sent in March/April and the library on checking the total of the new set of invoices either pays the balance due or raises credit demand on the vendor.

**Cancellation:** Action for cancellation of title/titles should be initiated much before the expiry date of the current subscription to enable the vendor to inform publisher to stop the supply. Cancellation cannot be done for a title during it current supply.

**Back Issues Order:** Orders for back issues are placed for one or more copies of the following three types of serials:

a) Issue or issues received but lost or defaced and required replacement to complete a file/files,

b) Special issue of a journal not covered under the annual journal subscription payment and

c) Loose issues or a whole volume of a journal not covered under library subscription order.

Details about order of back issue numbers should be noted in the registration record so that on receipt it is not considered as a duplicate arrival by mistake.

### 5.9.5 Registration or Check-in Record

Journals are published in parts at fixed intervals and become a complete entity deserving accession after they are bound in a volume. The mechanism developed to control receipt of loose issues is called registration or check-in. In manual registration, register or cards are used. In case of register system, the register may be with bound pages or loose leaves.

**Bound pages register:** Registers used generally have alphabetic index pages in the beginning. Each page of the register is used for registration of one title. The essential details of the journals are written on the top of the page. The lower portion is divided into required columns for recording receipt of individual issues. Once the page is full one has to move to a page much away from the previous page. In loose leaf system leaves are held together in a binder with facility to insert a page adjacent to the original page. Both the above systems suffer from lack of provision to alert about non receipt of a particular issue on time. Failure to send a timely reminder for non receipt has possibility of losing the issue.

**Card System:** In card system uniform size cards are used which are kept in a cabinet. The sizes used are 4×6" and 5"×3". There are one card, two cards and thee cards system.

**One Card System:** The system uses card of 6×4 size. Front side has space for recording permanent information about the journal i.e., title, publisher periodicity subscription details, etc. The lower part has horizontal columns for recording receipt of issues. The verso of the card is used for recording subscription amount payment details and recording reminders. The system is good for small libraries.

**Two Card System:** Kardex developed in India by Remington Co. is an example of two card, bottom card and top card. Bottom card is for recoding essential details of the journal and recording receipt. Top card is recording payment details and reminders.

**Three Card System:** Developed by Dr.S.R.Ranganathan Three card consists of registration card, check card and classified index card. Registration card has all the
essential details on its top and lower portion is used for issue registration. The check card alerts non receipt of an issue. Classified index card helps know holdings of the specific journal.

5.10 SUMMARY

Libraries are developed to meet the readers need for information and knowledge. Documents are acquired, processed and organised for easy access.

The quality and level of documents acquired varies as per type of library Public, Academic and Special.

The type and variety of documents acquired by libraries has undergone change over a period of time. Books collected have undergone changes in physical form over a period of time and now these are available also in electronic form.

The first function in developing collection is to ascertain readers’ needs for documents. Various methods are available for this function and these are used in combination or each independently.

The selection is guided by certain principles developed by persons like Drury, Dewey and Ranganathan. Criteria have been developed for guidance in selecting documents.

Selection tools in the form of serials recording documents published by commercial firms as well as academic bodies, organisations and individuals. Some of these are cumulated in monthly, quarterly and annual volumes. Specially compiled subject bibliographies, catalogue of major old libraries are helpful in selecting old but relevant documents.

Libraries in India are handicapped in acquiring new publications as no reliable, regular selection tool for Indian publication is available in the country.

There are set procedure for placing order, receiving supplied documents and making payments. Libraries maintain various registers to keep an eye on the expenditure lest it exceeds the allotted amount.

Acquired documents are entered into an accession register as per accession policy and prepared for use in the technical section.

Acquisition of serials is handled by Periodical section as these are acquired against advance payment. Academic and research libraries which depend more on serials are now forming consortium to take advantage of collective bargaining in terms and conditions of use and access.

5.11 ANSWERS TO SELF CHECK EXERCISES

1) The Twentieth Century saw non-book materials becoming part of the library collection. Towards the end of the First World War, serials became an important part of research and university libraries. Microforms were developed to solve the space problem faced due to addition of serials in collection. The last decade of the Twentieth Century saw e-resources becoming part of library collection.

2) The demands are ascertained by the:
   - Study of objectives and mission of the parent organisation/sponsoring body,
   - Suggestions received from users, on daily basis or, in consolidated form, at regular intervals.
3) School libraries have a homogeneous group of users. To a great extent their needs for resources are defined. In selection of materials for library teachers play a very dominant role. But one must not overlook the needs of students for broadening their knowledge and vision through reading materials of general nature.

Special libraries are identified by: a) small collection, b) on narrow subject areas and c) by collection of publications of recent origin. Librarians in special libraries are often subject specialists.

4) The following criteria are considered helpful in selection of documents both for electronic as well as printed documents:

- The authority of the creator of document i.e. the standing of the author in the world of scholarship,
- Scope of treatment of the subject in the book, i.e. broad or limited,
- Level of treatment of the material in the book, i.e. is it meant for young people, general readers or for specialist readers,
- Arrangement of the matter provided in the book, i.e. whether it is systematic, logical and compact or not.

5) Libraries acquire materials through a mix of the following methods:

1) Acquisition through purchase by order to publishers or vendors,
2) Acquisition under membership to institution/association or organisation,
3) Acquisition under exchange of publications arrangement with academic/research bodies,
4) Receipt of gift of whole collection or selected materials as on request or without request from individuals or institutions,
5) Acquisition as deposit from government/ international and national organisations.

6) The following are some normally available systems:

1) Open purchase,
2) Direct order to publishers,
3) Books on approval,
4) Order to a stockist/jobber,
5) Standing order to an agent/publisher,
6) Quotation Method/ Standing Vendor Method
7) The problems specific to India in purchasing documents are:
   - Book market concentrated in few metropolitan cities only.
   - Local booksellers have limited capacity for supplying foreign publications.
   - Suppliers fail to supply non-English language publications of foreign countries.
   - Non-availability of books in Indian languages to support education in higher studies.
   - There is no up to date directory for Indian serial publications.

8) The policy shall spell:
   a) criteria for deciding which document, among those acquired without payment, should be accessioned,
   b) whether there should be a separate or one register,
   c) for books and non-book materials, for purchased and non-purchased, gifted materials,
   d) whether record of price of foreign publications should be converted in rupee or written in foreign currency should be printed price or actual price paid after deducting commission on the price,
   e) whether author’s name should be written in inverted form or as they appear on the title page,
   f) how to write price of a gifted book with no printed price on the book.

5.12 KEYWORDS

**Accession Record**: It is record of documents available in a library. It is maintained in a register or on cards in order of their acquisition.

**Acquisition**: It refers to process of procurement of bibliographic materials by purchase, exchange or gift. The jobs include pre order searching, ordering and receiving materials, processing invoices for payment and keeping necessary records.

**Audio-Visuals**: Audio-visuals are documents which contain visual as well as sound of the visual objects.

**Book Selection Principles**: Principles developed by scholars to serve as guide in selection of documents in a library.

**Budget Allocation Register**: Register containing information about fund allocated to each subject/department in book budget of the library.

**Card System**: In the context of periodical acquisition, recording
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tr>
<td>Check in System</td>
<td>The method of recording receipt of individual issues of periodicals recorded on a card/register page. It helps library prompt action in requesting for the missing issues.</td>
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<td>Consortium</td>
<td>Organisation or grouping of libraries formed to acquire e-serials in their common interest areas generally in the field of science and technology. Consortium gives more power to participating libraries in negotiating for favourable terms of access to electronic sources.</td>
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<tr>
<td>Deposit System</td>
<td>The government bodies/organisations national and international identify certain libraries, for depositing their publications, as and when these are published, for use of readers.</td>
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<td>Drury’s Principle of Book Selection</td>
<td>Propounded by Drury in 1930, in nut shell it is “To provide the right book to the right reader at the right time.”</td>
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<tr>
<td>E-source/ Electronic Source</td>
<td>Document in electronic form and accessible through computer or similar other devices.</td>
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<td>First Order</td>
<td>Order for core list of periodicals of a library.</td>
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<tr>
<td>Format</td>
<td>Form, physical or electronic, in which a document is available.</td>
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<td>Generic Name</td>
<td>Name denoting a class such as “News Letter”, Magazine, etc. Name describing a category or genre.</td>
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<td>Good Offices Committee</td>
<td>Committee consisting of representatives of ILA, UGC, Govt. of India and Indian Booksellers and Publishers, formed in the Seventies to regulate conversion rates of the price of foreign currency priced books, as also to decide rate of discount on printed price of books, etc. for Indian and foreign publications. The Committee withered out with stability in exchange rates for the Indian rupee and withdrawal of UGC and the representative of the Ministry of Finance.</td>
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<tr>
<td>Hardware</td>
<td>The electronic and mechanical component of computer.</td>
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<td>Insert Page</td>
<td>Page/pages put in a book in between serial pages having a map, a photograph, etc. to support a description in the book.</td>
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<tr>
<td>Scholar’s Profile</td>
<td>Description of research scholar’s topic of research, areas related to the topic, types of documents required, decency of documents, etc.</td>
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<td>Secret Page</td>
<td>A page in the book identified to record accession number, call number and stamp of the library to help identify the document if its earlier pages are found missing.</td>
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<td>Service Charge</td>
<td>Charge by the vendor over and above the printed price for books which are not available through normal channels.</td>
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<tr>
<td>Selection Policy</td>
<td>Considerations that are normally taken into consideration in taking in selecting documents for a library.</td>
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<tr>
<td>Selection Tools</td>
<td>Sources used for selection of documents. These include national bibliography, publishers’ catalogues, commercially published lists of new books, reviewing serials, etc.</td>
</tr>
<tr>
<td>Short Discount Titles</td>
<td>Book procured by agents/jobbers through special efforts involving more than normal expenditures. In such cases libraries do not get usual discount on printed price.</td>
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<tr>
<td>Software</td>
<td>Instructions for the computer to execute instructions.</td>
</tr>
<tr>
<td>Standing Order</td>
<td>Order for supply of a particular category of documents as and when these are published, without waiting for its specific order.</td>
</tr>
<tr>
<td>Standing Vendor</td>
<td>Vendor authorised to supply all library requirements during a financial year at the agreed rate of discount.</td>
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<tr>
<td>Supplementary Bill</td>
<td>Bill raised by subscription agents to meet the increased subscription rate for certain serials from the New Year.</td>
</tr>
<tr>
<td>Trade Discount</td>
<td>Practice of booksellers allowing discount on published price of books.</td>
</tr>
<tr>
<td>Umbral Documents</td>
<td>Refers to those Documents which belong to the main area of interest of a certain category of scholars.</td>
</tr>
<tr>
<td>Vendor</td>
<td>Popular term for book supplier.</td>
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5.13 REFERENCES AND FURTHER READING


