5.0 OBJECTIVES

Acquisition of resources is one of the main functions of a library. The routine begins with selection of resources as per needs, selection of supplier, preparation of indent and placing order, receipt of the consignment and entering the materials received in a register or in the relevant module of the computer file. It requires much expertise and knowledge about the market for resources, as well as terms and conditions of supply. Care is also required to avoid duplication and not to order what is not needed.

After reading this Unit, you will be able to:

- describe the process of preparing indent and placing order;
- explain the criteria for selection of supplier;
- describe the various methods available for acquisition; and
- highlight accession of material and the administrative functions of accession record.
5.1 INTRODUCTION

Libraries acquire information sources in the form of books, serials and electronic publications, organise them in a systematic manner for use, with provision for their management including their preservation. In order to maintain the collection that is relevant to the needs of the user community, the collection is replenished with addition of publications containing new ideas as they become available in the market. Procurement of information sources or acquisition therefore holds a place of central importance in libraries. The basic elements of the acquisition process are, determining what information resources are needed, identifying the appropriate items for acquisition from sources of selection, acquiring the items and adding the same to the existing stock through entering them in a stock register called accession register.

Till the third decade of the 20th century, library collection normally comprised only books, both printed and hand written called manuscript. Private papers of eminent personalities, and official records, court documents, etc. were the concern of archives. Microfilms joined library collection first, to change the character of collection, followed by audio-visuals and then by electronic publications, both online and offline. With the arrival of the electronic sources the structure and operations of the acquisition unit underwent a major change. The routines of the acquisition section now required input from persons not only from acquisition section but even persons from outside the library with technological as well as legal knowledge.

Changing Scenario of Acquisition

Increasing share of electronic publications in library collection has brought change in acquisition routines in libraries. Electronic publications are different in character from printed monographs in many respects. The most important difference is that these are not acquired but only granted license for right of access to the information. Further, the right can be exercised only if the library has compatible hardware for it. Electronic publications first appeared in the form of CD-ROM. With the advent of Internet the situation underwent sea change. The Web based information communication facility has dispensed with the need to mount the database on a central computer. But now the right to access to the content has become more complicated. The databases have more than one price models depending upon the number of users, the place of access, the time span/period for access, the category of users, the right to take print out or download, etc. These details are covered under the terms of a license and are subject to negotiation. The access right, in case of periodicals is only for the subscription period. Once the subscription is over the library looses the right of access to the database even for the period for which it had paid subscription. The library has to find out before subscription, the archiving facility of the e-journal. These complications call for decision for acquisition or access to be taken not by librarian alone or in consultation with colleagues in the library but by a group of people comprising subject expert, reference librarian, and technology expert for understanding the needed hardware, etc.

The access cost also has shot up and smaller libraries are finding it difficult to provide their users the services with latest information. Faced with the steep rise in subscription to electronic sources in 1990s libraries thought of developing
cooperative arrangement for subscription to databases. The idea was to avoid duplication in subscription in the same area. But with the emergence of the Web, the virtual literature could also be shared, this gave birth to cooperative acquisition, called consortium. According to Glenda A. Thornton “consortia provide three basic functions: sharing of physical resources, providing connections to Internet and the www and providing access to electronic resources. Consortia are able to obtain more favorable pricing for products than an individual library can get; greater access to core materials for smaller libraries within the group; improved level of service and convenience to users previously excluded from access to expensive resources”.

### 5.2 ACQUISITION PROCESS

The process of acquisition of a library comprises of the following:

- ascertaining the needs of the users,
- selection of the documents,
- procurement of the documents,
- accessioning of the documents.

In organising its routines the objectives before the Acquisition section are to:

- acquire material as quickly as possible,
- maintain high level of accuracy at all levels of procedure,
- the work process simple to achieve the lowest possible unit cost,
- develop working relationships with other library units and also with vendors.

**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) Describe in brief the impact of electronic publications on acquisition.

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2) State the objectives of the acquisition section of a library.

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5.2.1 Acquisition of Documents

Acquisition function is performed by libraries to satisfy the information needs of library users. The job of this section is to identify the users’ needs, and the sources appropriate for satisfying the needs. The documents suitable for the function are identified in the selection tools, the sources are selected and acquired with the finance made available for the purpose. The libraries fall under three broad categories: academic, public and special library. Users needs are affected by the category of library where the user is looking for the information. To ascertain the information needs of user group two methods, Direct Method and Indirect Method are available.

Direct Method of collecting information on users need includes:
• interview of the users,
• through circulation of questionnaire among the users,
• through suggestions, in writing, received from users.

Indirect Method includes study of:
• goals and mission of the parent body,
• courses of study and research areas and projects,
• records at reference desk about information and references sought,
• research scholars profiles,
• history culture and literatures of the user community,
• circulation and reading room records, and
• subject wise core lists in various disciplines.

Under indirect methods, some studies are specific to a particular category of library. For example study of history and culture is more relevant to public library users, while study of research profile is relevant to academic and special libraries.

5.2.2 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.

Selection of sources is a very delicate issue and involves decisions which often are termed as personal bias. However, theoretically the job is a team work and the team is comprised of library staff, members of user community and the library authority. The relative role of the three is determined by the nature of library. In public library the authorities play a dominant role, while in academic library it is the user community which finalises the resource selected for acquisition. In actual practice however it is librarian with his regular contact with the user community, and with knowledge of available resources in the market who plays the main role in collection building. Selection is part of overall collection management process and must be viewed in this perspective and requires professional competence which develops by regular study of literature concerning the principles and practices of collection management, selection methods, publishing trend, reviewing media and acquisition practices.

5.2.3 Selection Tools

Selection tools are an important category of documents which are kept at hand in the acquisition section. These are regularly updated by addition of new tools as and when they become available. These are available, both for print and e-sources.

Categories of Selection Tools

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Sources for Selection of New Titles</th>
<th>Examples</th>
</tr>
</thead>
</table>
| 1      | Publishers Catalogues/Book Sellers Catalogue | • Current Catalogs: Macmillan  
• Catalogue of Oxford University Press |
| 2      | Book Trade Journals | • Publisher Weekly  
• Bookseller |
| 3      | Book Reviewing Journals | • Book Review Literary Trust (New Delhi)  
• Times Literary Supplement (TLS) (London) |
| 4      | Abstracting Journals | International Political Science Abstracts |
| 5      | National Bibliographies | • Indian National Bibliography (INB)  
• British National Bibliography (BNB) |
| 6      | Survey Type Bibliographies | Unesco International Bibliography of the Social Sciences :Economics |
| 7      | Serials Directory | • Ulrich’s International Periodicals Directory |
Library Functions and Operations

<table>
<thead>
<tr>
<th>Library Functions and Operations</th>
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</tr>
</thead>
<tbody>
<tr>
<td>9 Sources for Bibliographic Verification</td>
<td>Books in Print, Indian Books in Print</td>
</tr>
<tr>
<td>12 Publishers and Book sellers Directory</td>
<td>All India Book Trade Directory</td>
</tr>
</tbody>
</table>

### 5.2.4 Financial Resources for Acquisition

Financial resources for acquisition are sanctioned to library by the Library Authority. But the proposal for the budgetary requirement normally originates from the library. Staff at reference desk, reading room and serials section keeps recording unfulfilled information demands/requirements and suggestions of the user community. Suggestions from users are a regular phenomenon; seminars and conferences also serve as a source for collecting information about possible requirements for resources. In this way libraries have a database. The budget proposal based on the need is prepared in two parts:

i) Overall amount required for a year, and

ii) Department wise/subject wise allocation of total amount. The calculation begins with

a) Previous year’s actual expenditure,

b) Provision for inflation rate,

c) Provision for new courses proposed to be launched in the new session, proposal for a new extension service, need for an additional branch, etc.
d) Provision for upward revision in subscription rates of certain serial publications or addition of new titles for subscription,
e) Provision for addition of electronic publications.

Budget preparation poses problem when we add electronic materials in the acquisition list. There are more than one pricing models for e-resources depending on the terms of license and provision for archiving of e-resources, etc. Further these terms are negotiable. Similarly preparing estimate for serial subscription also poses problems. In case of renewal one has to check the new rates. In case of cancellation of a title in view of its access as e-resource, one has to be sure about existence of archiving facility for the electronic material. Evaluation of electronic sources is another vexing problem area.

Department wise allocation is proposed, taking into account number of courses in departments, size of students and teachers, average price of publication in the subject, ratio between monographs and serials needed in a subject, past utilisation position in the department, and age of the department i.e. whether the department is old one or has been setup recently. There should be a separate provision in budget for general or multidisciplinary area. Similarly some amount should be provided for acquisition of reference material.

Accounting of Sanctioned Budget

Proper utilisation of budget is an essential requirement of financial administration of the library. Accounting helps library keep track of expenditure under each head, ensures against misappropriation and maladjustment and alerts heads of various departments about over or under expenditure in their subject. It also helps library against duplicate payment to any firm. The following registers are maintained for accounting purposes:

- General invoice register,
- Accounts register, and
- Monthly statements of expenditure register.

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.

3) State the points to be considered while preparing budget estimate for Acquisition section.

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5.2.5 Personnel for Selection of Sources

Clayton and Gorman have identified following specific qualities in the person responsible for selection work.
The person doing selection work:

- Must have an intimate knowledge of the library’s purpose, its collections and its user group,
- Should have developed a sound understanding of how the publishing industry and the book trade operate including how library material of all types and in all formats are generated, distributed and sold,
- Should be fully familiar with the publishing policies, advertising media, publicity outlets, names of senior editors and general reliability of those publishers whose lists are more relevant to the library’s collection management requirement,
- Should become fully familiar with the key reviewing media and should read reviews regularly to get critical opinions on books, etc.,
- Should be fully aware of trade and national bibliographies and their equivalent online sources, and become fully aware of their strength and weaknesses,
- Should always be prepared to make well-informed, independent judgments regarding selection of materials for one’s library.

5.2.6 Ordering Processes

Ordering process in manual system includes three routines; pre-order work, placing of order and receipt of supply.

Pre-order work

All the selection cards/slips for items which have been identified for placing order are checked:

- For accuracy bibliographical details and filling up missing bibliographical details filled up,
- For duplication with records of books on order, books received and awaiting accession and materials available in the library in print as well as in electronic form,
- For confirmation, if a duplicate copy is really needed although a copy is already available.

Order work

Before forwarding order must be checked for correctness of information of ordered items, in respect of:

- clarification on terms and conditions of supply,
- clarification on mode of dispatch of consignment by supplier,
- any specific requirement in invoice, etc. These precautions assume double importance in case of serials.

Receipt of Consignment

The first job on receipt is to check the consignment for:

- Correct delivery, for identifying defective copy in consignment and for duplicate or short supply.
• Missing pages/issues (It is more important in case of serials where unless prompt action is taken the missing issue may not be replaced).

The next job is accession/registration (in case of periodical issue), in relevant records materials received from the suppliers. This has been explained under accession routines.

**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.

4) Describe the routines of ordering process.

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**5.3 PROBLEMS IN ACQUISITION OF SOURCES**

Demand, supply and finance are the three major factors governing acquisition work. Each one of these has its important role in decision making for acquisition. In the case of assessing demand the librarian has to make a distinction between want and demand or the need of the library in broader perspective of the library’s requirements. The library is granted a specified amount for acquisition. The budgetary provision has rarely been a match to the needs for resources for the library. The unpredictability of the price trend in the book market and the unforeseen needs for resources which always come in the way and create funds problem are some issues which need resolution.

**Problems in Acquisition of Sources**

A) Common Problems
- i) Constraints of Financial Resources
- ii) Selection of Suppliers
  - Publishers vs. Agents
  - Independent Orders vs. Order through Consortium
  - On line Booksellers

B) Problems Specific to Indian libraries
- Indian book market
- Acquisition of Foreign publications
- Acquisition of Indian publications

C) Terms and Conditions of Supply
A) **Common Problems**

i) **Constraints of Financial Resources**
Funds available to libraries for acquisition have been a major constraint all over the world. One reason is the unpredictability of exact nature of the demand for the sources. In the middle of the year a new proposal props up, marked most urgent, and the balance in budget is lost. One can only assess the needs and average cost of the required material which may often be different and on the higher side in actual case. The allocated amount based on the proposal worked out on current prices is static whereas prices keep on increasing. Apart from these reasons the library budget is the softest target for slashing downward in periods of financial crisis in the parent body. The budget is also affected if the country’s exchange rate *vis-a-vis* foreign currency dips downward.

ii) **Selection of Suppliers**
A successful plan of acquisition is dependent upon selection of resourceful and dependable team of suppliers. In certain cases payments to suppliers are to be made in advance e.g. official publications, periodical subscriptions, etc. The library must ensure credibility of the firms before advance payment is made. Credibility is the sum total of resourcefulness, efficiency in execution of order and evidence of fair dealing by the firm. In case of e-resources an additional dimension is availability in the firm staff capable of assistance to the library to resolve issues of compatibility and accessibility to the data. Speed and percentage of items supplied out of ordered items are also taken into consideration. The library has, in many cases, to choose in placing order for books/subscription for periodicals, between a publisher and agent/supplier. Both parties have their plus and minus points. In taking decision the library may opt one firm as the major supplier and supplement others for the remaining purchases. The best course would be to have a mix of sources for its acquisition of needed documents.

a) **Choice between Publishers and Agents/Suppliers**

**Advantages of direct dealing with publishers**

- Supply is fast and also economical as there is no commission for intermediaries.
- Replacement of missing item or defective items is prompt.
- Advance payment, if any, is relatively safer.
- Evaluation of quality of e-resources is easy as statistics about number of hits are available.
- Problem of interruption in access to database is resolved quickly with access to technical consultant at the publishing firm and access to back issues of periodicals is available on the server of subscribed titles.
- Some publishers don’t work through agents.
- Problems of e-resources about various permutations in licensing terms for access to suit individual needs are easily resolved.
- Need for adding additional titles in the existing subscription lists, for multiyear contract, or for contract with a fixed inflation rate are favorably considered.
Disadvantages of direct dealing with publishers

Direct dealing with publishers is not all benefits only. There are many problems that the libraries face if they deal directly with publishers for acquisition of sources. Some of these are as follows:

- Library will have to deal with more than one publishers giving rise to more file work, more correspondence, more staff time and more expenditure on postage, etc.
- Agents give bulk business to a publisher and therefore get priority in attention over libraries.
- In case of problems arising in e-resources, the staff will have to deal with various publishers.
- Often publishers have their own search engines and controlled vocabulary and service staff will have to work with each one of them.
- As individual customer library will have less leverage in negotiating terms of license for access.

Advantages of dealing with agents/suppliers

In view of these problems library find it much convenient to process orders for monograph as well as periodicals and databases through an agent. Besides, there are many more plus points in favor of processing orders through an agent.

- Dealing with one point leads to saving in staff time, expenses on postage and cartage.
- Since agents provide business on behalf of more customers they get prompt response from publishers for any problem which they pass on to their clientele.
- Due to better market knowledge agents can give efficient service in processing rush orders.
- As bulk order provider they are in strong position in securing better terms for license agreement for e-resources.
- Over the years agents build up various types of information on databases and provide information on renewal, change in subscription rates, bibliographic information on periodicals, URL and various pricing models and thus help in selecting new serial titles.
- Advance information about likely changes in subscription rates provided by agents helps libraries in adjusting their serial’s budget.
- Now a day’s agent also attend professional conferences and in this way develop better understanding about organising their services to libraries.
- Some agents/suppliers specialise in periodical subscription work and therefore many libraries prefer to subscribe periodicals through agent only.

Disadvantages of acquisition through agent/ suppliers

- Agents while renewing periodical subscription raise bills at old rates and subsequently raise supplementary bill. This raises problem of adjustment in library budget.
• Information about non-receipt of an issue or receipt of defective copy of a book, often reaches the publisher late after the lapse of stipulated time resulting in non-replacement of the same.

• Failure of agents business puts library advance payment often in jeopardy.

• Midway change of agent creates many problems for the library in restoring access to the e-resources:
  i) Library has to clarify to the publisher that it is only change of agent and not a new subscription requiring fresh negotiation for license.
  ii) It may result into losing a few issues of the journal/access to the databases.
  iii) The library will need subscription number and other data from the former agent to provide it to the new agent or to the publisher.
  iv) In case of change of agent, the library looses use statistics for e-resources as the same is not available with the new agent.

• Agents are often reluctant to supply ‘no discount’ or ‘short discount’ books.

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.

5) List advantages of acquisition through agents.

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b) **Consortium vs. Independent Acquisition**

Consortium is a form of cooperative arrangement for acquisition of e-resources emerged in wake of steep rise in rates of periodical subscription towards the closing years of the last century. By routing subscription through consortium, libraries get access to greater number of sources. Through consortium they get:

• More leverage in negotiation about terms of license.
• Offer of improved service to their clientele, as they get access to more resources and better support services.

However consortium often poses problems for individual libraries. The libraries have often to accept sources of marginal value to their own clientele at the cost of sources of more local importance. Yet another problem in joining consortium is that considerable portion of budget becomes committed to consortium, leaving the library with limited fund to meet its local needs. Databases purchased through consortia often lack consistency in depth, breadth or extent of full text coverage.

c) **Online Booksellers**

Digitisation of already published titles has thrown up a new breed of suppliers called online suppliers. *Amazon. Com.* is one of the most well known firms in
this category. In countries where libraries have corporate credit card can deal with such firms. However the libraries must know that some online suppliers are only virtual shop keepers. They are and not stockiest of digital collection. Online purchase also creates problem of maintaining expenditure record to avoid over expenditure.

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.

6) State benefits and problems of acquisition through consortium.

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B) Problems Specific to Indian Libraries

i) Book Market

a) Far-Off Book Markets

India is a vast country. But all areas are not equally developed with respect to book markets. Major publishers and stockiest are concentrated in a few metropolitan cities. Libraries face major problem in getting prompt information about new publications and receipt of consignment of books ordered to Indian or Foreign publishers. The problem is greatly eased with the Internet and e-resources.

b) Problem of Trade Discount

Unlike foreign countries in India there is no agreement between the book trade and the library associations about uniform trade discount resulting into variation in rates and thereby creating:

• distrust among authorities towards librarians, and
• potential situation of acquisition of unwanted materials in libraries.

ii) Problem of Acquiring Foreign (Non-English) Language Publications

Libraries building up collection in European and Asian language books face real problem as there are hardly any stockiest dealing in these languages. Most of the European and Asian suppliers demand advance payment. Arranging for advance payment is a cumbersome and risky process which few librarians take courage to follow.

iii) Acquisition of Indian publications

a) Problem with Central and State Government Publications

Selection tools for Central and State government publications are not available on time. The Government Publications departments are yet to organise their sales system on professional lines.
b) Problem of Indian Language Publications

Indian Language publishers have not succeeded in bringing out college level books in social sciences, humanities and sciences. Libraries acquire books mostly in English language which remain unutilised. Language publications create selection problem due to non-availability of selection tools staff.

c) Problem of Indian Periodical Publications

Acquisition of Indian periodicals presents serious problem due to non availability of directory of periodicals on regular basis. Those few which are available are outdated. These were compiled more as an academic effort by librarians than a commercial effort.

d) Out-of-Print Book Problem

There are few firms dealing in out-of-print books. Even those few who specialise in supply of old books are more interested in stocking books of art or only rare books. General books not available in publishers’ stock are difficult to acquire from these dealers.

Self Check Exercise

Note: i) Write your answer in the space given below.
ii) Check your answer with the answers given at end of this Unit.

7) State problems specific to Indian libraries.

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C) Terms and Conditions of Supply

Negotiation about terms and conditions of supply is another area that needs attention in deciding about the suppliers for the library. In case of printed sources points of negotiations are:

i) trade discount,

ii) foreign exchange conversion rates, and

iii) conditions of supply.

In case of electronic sources whether offline or online, the agreement involves very elaborate description and calls for negotiation which need help from legal and technology experts.

i) Trade Discount

Printed materials excluding periodicals are supplied to libraries at a discount over printed price. In most of the Western countries where library associations and publishers and booksellers associations are well organised, the two have negotiated a discount rate which is followed by libraries all over the country.
In England, for example, is the Net Book Agreement Instrument signed in 1929 (revised in 1933) by the Library Association, the Publisher Association and the Association of Booksellers of Great Britain and Ireland.

In our country in the eighties of the last century when the country was facing foreign exchange crisis, bank rates for foreign currencies had become very volatile. To help the situation the ILA (under the presidency of shri D.R. Kalia) sponsored a Good Offices Committee composed of library and trade representatives and nominees of the UGC and the Ministry of Finance. The Committee used to meet normally once in a month to decide exchange rates as well as discount rates. These were followed by most of the libraries in the country. In course of time the situation of foreign exchange improved and became more stable. At around this time certain objections were raised against the UGC and the Ministry of Finance officials taking part in a purely business matter and they withdrew from the Committee. Their withdrawal from the Committee lost its effectiveness and gradually it became defunct as far as the decision regarding discount rate was concerned. In Delhi itself the two older universities are following two different rates of discount. The Delhi University has fixed 15% discount on all books and 30% for books published three years back excluding rare books or books acquired on firm order. In Jamia Millia Islamia a uniform rate of 25% has been fixed by the authorities. The Government libraries are purchasing books on 10% for foreign books and 15% for Indian publications. This has given rise to a situation of total disarray about discount rates to libraries in the country.

ii) **Foreign Currency Exchange Rate**

With improvement in foreign exchange position it has ceased to be an issue for decision. The bank rates prevailing on the bill date are the norms on which exchange rates are determined.

iii) **Conditions of Supply**

Conditions of supply include the latest edition of the items supplied, its physical condition, the timely supply, willingness to replace defective copy, correct publisher price, etc. Normally these are part of the ethics of trade and generally no written agreement is signed for these. But acquisition of material where advance payment is involved such as subscription of periodicals, and/or online electronic sources, a written agreement is essential. Such agreements spell all the various responsibilities that both the parties have to take regarding receipt and supply of the document. The agreement for accessing online sources includes the following details:

- Number and category of person to be allowed access,
- time period for access, place from where access is permitted,
- archiving facility for the sources for which payments have been made and when subscription has been cancelled,
- extent of software hardware documentation,
- provision of updating if data is in CD, and
- Clarification on copyright.
5.4 DOCUMENT PROCUREMENT METHODS

Libraries procure documents through various means. We may group these means into two broad categories: a) Acquisition through payment, and b) Acquisition without making payment. Acquisition through payment can be further grouped under monetary payment and payment made in kind.

1) Acquisition through Monetary Payment
   i) Standing vendor method,
   ii) Books on approval method,
   iii) Regular order to publisher/agent/open purchase,
   iv) Standing order method,
   v) Blanket order method,
   vi) Tender system, Quotation method and Dealer Library Plan.

2) Acquisition through Payment in Kind
   i) Acquisition under Institutional Membership.
   ii) Acquisition under Exchange Arrangement.

3) Acquisition through Gift, Donation and Deposit

4) Free Access Electronic Sources

5.4.1 Acquisition through Monetary Payment

i) Standing vendor

Under the method the library selects one or two firms for a given period to supply all its requirements. The selection is done after inviting quotations through a tender containing the terms and conditions for supply. The firm offering the most favourable terms is approved for the specified period. All needed resources are acquired through the firm. Often clever firms outbid others by offering maximum rate of discount and get approved. In actual practice the firms fail to supply short-discount, no-discount and other books which involve more effort in procurement. The system is therefore not helpful for major libraries in building up its collection.
The system is however liked because it saves library from much file work. Further the firm develops understanding of the needs of the library and goes out of way to meet its requirements. Such arrangement is more appropriate for libraries of research institutes with limited area of their information needs.

ii) **Books on Approval**

Under approval method local firms are encouraged to bring books to library from new consignments on a fixed day in the month or week and leave them with the library/selection authority on approval. It gives library opportunity to invite persons authorised for selection for close look in the books and identify those appropriate for their subjects. The library is saved from selecting books from printed catalogues and preparing list for approval by the subject expert. It also helps library getting books promptly. But the system can function successfully only in metropolitan cities with good number of stockiest and publishers. Publishers are reluctant to send books on approval and prefer to supply only against firm order. However local publisher cum stockiest may agree to this method. In book fairs usually there is more than one spot buyer for the same book, and booksellers/publishers are reluctant to take risk of sending books on approval as against counter sale.

iii) **Direct order to Publisher**

Acquisition through direct order to publishers is the most important method for building up collection. The library prepares its list of requirement from publishers catalogues and after approval of the appropriate authority places order direct to publishers. Books are received more promptly especially foreign books which, may reach with much delay if ordered through an agent. The method involves more file work. Problem in acquisition from foreign publishers arises during crisis in foreign exchange when library has to acquire an import license. Direct method is also used in making purchase during book fairs when most of the major publishers bring their stock in the fair. Librarians come along with members of the Book Selection Committee for each faculty/public library and decisions for purchase are taken on the spot.

iv) **Standing Order**

Standing order method is used to acquire publications under the following categories:

i) Books published under a series with regular interval,

ii) Multivolume books where each volume is published with time lag,

iii) Books published in parts till such time all the parts are complete.

Payments for standing order are made on receipt of material only and order automatically gets cancelled once supply of all the volumes has been received.

v) **Blanket Order**

Libraries which plan to build up collection on a given geographical area or on a given subject discipline, resort to blanket order method. Under the system publishers or stockists in an area or subject are given blanket order to supply all publications to the library as and when these are published. A
few years back certain American libraries had authorised the Library of Congress, Delhi office, to purchase all books on certain subject because no American stockist was dealing on these subjects.

vi) **Tender System, Quotation Method and Dealer Library Plan**

These are also some times mentioned as procurement methods. Under Tender System a list of selected books is prepared and tender for offering the books at the maximum discount is floated. The firm offering maximum discount on the printed price is asked to supply books. Obviously this is a cumbersome, rather impractical method. The library has to take all steps through which order copy passes each time a list is ready for acquisition. Similarly, dealer library plan under which publishers will send books on approval for selection can be practical only in case of publishers operating in the same city. No foreign or major local publisher would agree to this method. As far as quotation method is concerned, it has been discussed under terms and conditions of supply.

**Self Check Exercise**

**Note:**
- Write your answer in the space given below.
- Check your answer with answers given at the end of this Unit.

9) List all the methods of acquisition through monetary payment.

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5.4.2 Acquisition through Payment in Kind

i) **Institutional Membership Method**

Acquisition through institutional membership is normally done by research and special libraries. The parent body of the library or one of its members becomes member of an institution or organisation working in the same or an allied area. By virtue of the membership it is entitled to receive their publications which on receipt are transferred to the library. Sometimes the library itself takes up membership of an association or institution and becomes entitled to receive its publications. But a membership is normally on payment of annual membership fee and the acquisition of publications cannot be included under free publications. Membership is sometimes the only way of obtaining periodicals or other publications of a society.

ii) **Exchange Arrangement Method**

The method is well suited to the needs of the libraries belonging to organisations which also have publications documenting their own work. Sometimes such arrangements are on cost to cost basis. Both the bodies keep an eye on the total value of the books dispatched and received. Most often such arrangements are for periodical publications only. Duplicate materials and materials not required are also used for exchange purposes.
There are countries who have established “foreign exchange centers” for offering the services in more rational manner. This method often proves very helpful in getting publications which were lacking in a library and were not available through booksellers. Exchange of publications arrangement is very often established between national libraries of two countries.

5.4.3 Acquisition through Gift, Donation and Deposit

i) Gift

Gift of books to libraries has been a very valuable but insignificant source of acquisition. Often scholars send their own books to libraries so that it may become accessible to wider reading public. Some may leave a will to their heirs to gift their book collection to local library or to library specialising in the field in which they had their interest in life. Occasionally, Embassies gift books of authors of their country to major libraries of the host country. Major and minor but famous libraries are regular recipient of books, manuscripts and other valuable documents, as gift from heirs of eminent scholars.

ii) Deposits

Deposit, another way of free receipt is also a source of acquisition in libraries. Sometimes collection of papers of historical importance in the possession of a person, files of activities of political party or pressure group, etc. is deposited in libraries for safe custody and for use by research scholars. The library of the Indian Council of World Affairs was made depository library for Jaya Prakash Narayan’s personal papers. National and State governments regularly send to libraries official publications for use by library members. International Organisations like UNESCO, UN, The World Bank, etc. select libraries in different countries to deposit some or all of their documents for use by research scholars. The World Bank has chosen universities of Kerala, Punjab, Bombay, etc. as libraries for depositing its documents and books. Deposits are also obtained through soliciting by the organisations or by influential individuals associated with the parent body of the library. With efforts of Dr. V.K.R.V.Rao, one time Director of The Delhi School of Economics, the Rattan Tata Library of the School became depository library for publications of U.N as well as of F.A.O and IBRD. Similar was the case of the Library of the ICWA, popularly known as Sapru House Library. In terms of usefulness such materials far exceed books obtained with great efforts and on high payment publications. National level libraries become depository library for the national government. The National Library of India is depository library for Government of India publications.

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.

10) Explain Depository method of acquisition with some examples of deposits.

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iii) **Donation of Books**

Donation is another way of making gift in bulk. In some Western countries groups like Friends of Library persuade people to donate books to libraries. This movement was very active during the period when libraries were starved of funds.

Free receipt of books brings with it various problems. If the quantity is large it creates space problems. If the material received is of no value the library finds itself in a fix about treatment to the gifted material. Weeding out may raise public relation problem. Some people want their gifted collection to be kept as a separate collection. But such treatment is possible only in exceptional case of a collection from an outstanding scholar. The library therefore must formulate a policy regarding receipt and retention of gift books.

### 5.4.4 Free Access to Electronic Sources

The initial high cost of electronic periodicals led to two developments: i) formation of consortia, and ii) movement for Open Access of periodical research articles and research reports. This leads to the second development was given by Open Society Institute which convened an International Conference at Budapest in 2001. The goal of the Budapest Open Access Initiative was free availability on the public internet of peer reviewed journal articles as well as non-reviewed pre-prints of potential interest to the scholarly community. It permits users to read, download, copy, distribute, print, search or link to the full text of these articles without financial legal or technical barriers other than those inseparable from gaining access to the internet itself. The only copyright restriction is that the authors have control over the integrity of their work and the right for proper acknowledgement. The Initiative has now become a world movement and scholars are archiving their articles and reports for free access. Under the Berlin Declaration, 2003, scholars in Germany are required to archive their work at Max Planck Society. PubMed Central is the archive of the US National Institute of Health where all research results are archived for free access.

Open Doar Directory of open access repositories is helpful in locating several open access sources. Another source for identifying freely accessible electronic journals is CIC Electronic Journal Collection US.

### 5.5 ACCESSION ROUTINES

Accession or entering into a recording document, bibliographic details of an acquired document is the final routine in the process of acquisition. Traditionally the information about documents acquired by a library is maintained in a register. Since the information is going to be preserved for a long period care is taken to select a register with strong paper and strong binding.

Since most of the information entered in the accession document is the same as are available in book selection card/slip. Prof. Ranganathan suggested using the same slip as accession record. Thus we can also maintain accession record in card form. These cards are preserved in serial number order under lock and key for safety purpose.
In addition to books libraries now also maintain various non-book materials such as audio-visuals and electronic publications. Offline electronic publications, if they are in digital form of printed materials have the bibliographic details as were available in printed version. But online material with no corresponding printed source poses a different problem. Technically these are not owned by a library, the library has got only access right, and therefore the question of their accessioning does not arise. However methods are available to verify if access has been granted.

5.5.1 Accession Policy

Accession record being the inventory of resources owned and available in a library, every document acquired by a library must be entered in accession record. But this is not always the case. Documents acquired on payment must be accessioned, as proof of receipt, to facilitate payment of the corresponding bills. The decision about accessioning documents received in exchange, under membership and as gift, donation or deposit, depends upon library policy regarding their accession. Therefore each library has to have a policy regarding accessioning of materials received by it. The followings are some other points that are covered by an accession policy:

- Decision whether to maintain one sequence of accession number for documents acquired under all categories or adopt different sequence for different categories. Some libraries keep separate sequence for material received as gift,
- Decision on the value of the documents to be entered. Should it be the price printed on the document or, the price charged by the supplier? The price entered should be the actual amount paid for the document. Another point in value is the currency in which price is to be entered. In case of foreign publication the prices are given in the currency of the country,
- Decision about the price to be entered for books received as gift with no price printed in the book,
- Decision about the style and order in which author’s names are to be written in the recording document,
- Decision about accessioning book released in parts. If pagination is in continuation, the first installment may be entered with note in remark column,
- Decision about accession record for non-book materials such as microforms, magnetic tapes, etc., and
- Decision about the currency for entering price of materials acquired from foreign country.

5.5.2 Administrative Functions of Accession Record

Accession record is helpful to the library in various administrative functions:

- It shows chronological growth of the collection, total quantity of collection, addition to the collection in any individual year, etc.
- It also gives information about the total number of material received as gift or under exchange, and deposit.
- It also provides information about the number of books weeded out from the collection.
• It is the only source for compiling some statistics for the building planning, for staff requirements, etc.
• It also serves as tool for stock verification.

5.5.3 Procedure for Accession of Document

Price Paid Publications

Once books and bills are received from order unit, bills are arranged by date and each bill and its books are separated. The books are entered in accession register in the order in which they are listed in a bill. Once all books of a bill have been entered the corresponding number of each book is put on the verso of the title page and on the secret page of the books determined by the library. The accession number of the first book and after a dash of the last book is put on the bill. Bills are stamped with a certificate certifying that all books have been duly accessioned in the accession register at the accession numbers recorded on each bill. Books are transferred to Technical Section for processing and bills are passed on to account section for payment.

Documents received as gift, in exchange, as deposit, etc. if decided for accessioning, are arranged by author in alphabetical order and accessioned accordingly. An estimated price is entered in the price column for material not showing any price on the title page.

Speciment page of a Accession Register

(Name of the Library)

Accession Register

<table>
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<tr>
<th>Date</th>
<th>Acc. Number</th>
<th>Author</th>
<th>Title</th>
<th>Publisher &amp; Place</th>
<th>Vol.</th>
<th>Edn.</th>
<th>Yr.</th>
<th>Pp.</th>
<th>Source/ Bill No. &amp; Date</th>
<th>Order No. &amp; Date</th>
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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.

11) Explain the administrative functions of accession.

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5.6 ACQUISITION OF SERIALS

Serials or periodicals are the most popular form of reading material in all types of libraries. Any publication which is published with the same title at a fixed interval may be called a serial/periodical. A distinction is made however between a serial and a magazine, the latter being more a publication for popular reading than a serial which is associated with materials of serious nature.

There has been an element of confusion about the terms serial and periodical. According to Anglo-American Cataloging Rules (1988) a serial is a publication in any medium issued in successive parts bearing number or chronological designation and intended to be continued indefinitely. Serials include periodicals, newspapers, annuals, (reports, yearbooks, etc.) the journals, memoirs, proceedings, transaction, etc. of societies’ and numbered monographic series. The ALA Glossary of Library and Information Science excludes newspapers from periodicals but includes annals. Ranganathans’ definition excludes serials from periodicals. In fact, his definition of periodical includes only such regular publications which form part of a volume: A publication which is a volume in itself and is published once in a year is an annual and annuals are called serials by Ranganathan. But the controversy seems to have been resolved by ISO standard 3297. The Standard definition of serial encompasses periodical among serials. The British librarians have also come around to adopt serial as the term for periodicals and journals.

A close study of the routines about ascertaining demand, method of selection and procurement shows that there are very minor differences between books and serials. Generally selection of core serials for libraries are done one time, but on the same criteria as are applied to selection for books, leaving subsequent changes of addition and deletion of titles at the time of renewal for the next year. What is distinct about periodicals is their management. The characteristics that make periodicals distinct from monographs may be summarised as below:

i) Publication

- Periodicals are published by a few specialist publishers only.
- A good number are published by/or are published on behalf of learned bodies only.
ii) **Level of Information**
- Mostly carry articles of primary nature.
- Contain news about scholarly world.
- Provide most recent information expeditiously.
- Serve as major source for book selection.

iii) **Management**
- Core journal list is selected one time in the life of a library. Addition and deletion are done at the time of annual renewal only.
- Subscription is normally entered through agents and the payment is made in advance.
- A sizeable number is acquired under exchange or is received as gratis.
- Periodicals are received in parts and need binding once the volume is complete.
- Require local or commercial documentation and/or SDI service.
- Need extra vigilance to protect against theft and pilferage. Incomplete volumes are often difficult to complete.

Periodicals, during their life time, undergo various changes in name, periodicity, and number of issues per volume, splitting into two or more series, merging with some other periodicals. These changes pose problems in cataloguing which have been discussed by Prof. Ranganathan in greater detail in his book *Classified Catalogue Code*. These were some reasons which made them to be acquired by a separate section than the acquisition section.

iv) **Electronic journals**
Electronic Journals have given rise to many new supply systems viz.
1) Acquisition through Consortium
2) Acquisition through Aggregators
3) Acquisition of articles through Document Delivery System (DDS)
4) Acquisition of content only through Table of Content Service
5) Acquisition through Free periodical Services.

**Self Check Exercise**

**Note:**
- i) Write your answer in the space given below.
- ii) Check your answer with the answers given at this end of the Unit.

12) List characteristics that make periodicals distinct from a monograph.

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1) **Acquisition through Consortium**

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.

2) **Acquisition through Aggregators**

Aggregators develop package of databases by entering into an agreement with a number of producer/publishers to offer e-sources in a cluster. They often add value to the package by providing a consistent search engine for searching titles in the group. OCLC, Lexis-Nexis, EBSCO, etc. are some well known aggregators. The problem with aggregators is that they add and drop journals in the cluster unannounced.

3) **Acquisition of articles through Document Delivery Service**

DDS has emerged to meet the needs of a library for articles from journals not subscribed by the library. The article copy is supplied at a fee which includes cost of the material plus copyright fee. The service is well suited to research institution which don’t subscribe to too many journals. Dialog Information Service, EBSCO, OCLC Article First are some firms offering DDS.

4) **Acquisition of content only through Table of Content Service**

It is a modified form of SDI and is available both through firms offering DDS as well as through subscription agents. It is more helpful for heavy users of DDS service. Uncover Revael, Faxon Flash, Swet Scan are some firms offering TCS.

5) **Acquisition through Free periodical Services**

Free periodicals are of two types, free with subscription to print issue, and free to every one for asking. However these are mostly published by learned bodies. For further details see “Acquisition through Gift, Donation and Deposit” discussed in section 5.4.3 of this unit.

**Selection Criteria for Electronic data**

Different institutions/authorities have given different criteria for selection of electronic data bases. The following however appear to be the most comprehensive criterion:

- Integrity of the data,
- Economies of scale,
- Benefits to the greatest number of users,
- Timely availability,
- Extensive contents,
- Increased functionality,
- Enhanced access to remote users,
- Improved resource sharing,
- Ease of archiving and replacing.
Edward Evans considers content access, support after delivery and cost as the most important criterion while evaluating an electronic resource.

Problems with electronic sources

- Data can be devolved from the delivery mechanism. This creates problems in choice of suppliers as all are supplying the same data. For example BIOSIS is the main supplier of information in life sciences offering 14 million citation records from sources such as Biological Abstract, Zoological Records. But this data is also available from Dialog, Elsevier Science.

- Quality of the data is difficult to assess before acquisition. No source like Journal Citation Report is available for e-sources.

- Electronic sources often exclude certain auxiliary information such as letters to editor, news about conferences, etc.

- Stability of text over a period of time is often doubtful.

- More than one price models are mind boggling.

- Many firms link electronic subscription with print subscription e.g. Academic Press.

- Electronic databases are accessed under an agreement which spells the following points:
  - Number and categories of users;
  - Time period of access;
  - Place/places from where access is available;
  - Archiving facilities for subscribed period once subscription is cancelled;
  - Extent of documentation regarding hardware/software;
  - In case of CD provision for updating information and clarification on copyright.

5.7 SUMMARY

Acquisition of resources is akin to transfusion of lifeblood in the library body. The routines of acquisition include selection, approval of the selected items, preparing indent, placing order and accessioning of received materials. Libraries acquire material through purchase as well as through exchange. They also get materials as gift. Electronic publications have now become an integral part of collection. In acquisition work libraries have to take decision about supplier and about terms and conditions of supply. As major academic periodicals are available in electronic form and their acquisition is now mostly done through a consortium. Accession record is of much administrative importance.

5.8 ANSWERS TO SELF CHECK EXERCISES

1) Routines of acquisition require input from persons outside the acquisition section, even from other departments outside the library such as people with knowledge of law and technology. E-serial acquisition calls for selection of favourable price model, decision on terms and condition of access, information on archiving facilities. The list of suppliers now also includes Aggregators and Consortium.
2) The main objectives of the acquisition section of the library are:
   • To acquire material as quickly as possible,
   • To maintain high level of accuracy at all levels of procedure,
   • To keep the work process simple to achieve lowest possible unit cost,
   • To develop close working relationships with other library units and with vendors.

3) The following points needs to be considered while preparing budget estimate for Acquisition section:
   A) In overall amount required for the year,
      • Provision for inflation rate,
      • Provision for new courses, new extension services, etc.,
      • Provision for likely revision in subscription rates,
      • Provision for likely change over from print to e-serials.
   B) Department wise allocation,
      • Utilisation of previous years grant,
      • Nature of course with regard to the ratio of periodicals to monograph requirements,
      • Proposal for new project.

4) The ordering process involves following points:
   Pre-Order work: Checking of bibliographical details; checking of duplication with order record, with receipt record, with catalogue, with suggestion letter if a duplicate copy is required.
   Order work: Checking order letter with requisite details of an order copy regarding terms and conditions; clarification about requirements in invoice.
   Order receipt work:
      A) Checking if received consignment for, a) complete supply of ordered items, b) condition of items supplied, accuracy of items supplied; c) checking of invoice for correct details;
      B) Taking prompt action for corrective measures for any mistake in supply or discrepancy in invoice, etc.

5) The advantages of acquisition through agents are:
   i) Saving staff time, on cartage, on postage, etc.,
   ii) As bulk customer they get prompt response from publishers for any problem which they pass on to the library,
   iii) Provide efficient service in case of rush order,
   iv) Get for library better terms on license for e-resources,
   v) Provide advance information on likely revision in subscription rates which helps library in adjusting its budget,
   vi) Over time they build up various types of information on databases and various pricing models which helps library in selection of e-sources,
vii) Agents are now attending library conferences which have given them better understanding of library needs.

6) The benefits and problems of acquisition through consortium are:
   • Libraries have to accept journal of marginal interest,
   • Libraries have often to forgo acquisition of periodicals of their local interest,
   • A fair amount of budget is committed over which they have no control,
   • Libraries get better terms for access right for e-sources,
   • Their readers get access to journals which otherwise they could not have subscribed.

7) The problems specific to Indian book market are:
   Book markets concentrated in metropolitan cities only,
   No standard trade discount system,
   Delay in getting new publications,
   Problem of getting foreign language, non English language, books.

   Local publication acquisition problems: No commercially published selection tool; considerable delay in publication of INB, not many good firms dealing in old and out of print books, government publications are not sold on commercial pattern. Often procedural hurdles are placed in the way of importing foreign publication.

8) Trade discount, foreign currency exchange rate, supply of latest edition, readiness to replace defective copy, correct price to be charged, written agreement where advance payment is involved, clear statement on terms of access to e-sources are point to be covered in terms and conditions of supply.

9) The methods of acquisition through monetary payment are:

10) Deposit is a category under free acquisition method; It may be a onetime deposit as when personal collection of some eminent person is deposited or regular arrangement, as some libraries get official publications of government or institution. Jaya Prakash Narayan papers at Sapru House library, World Bank Publications at some university libraries.

11) The administrative functions of accession are:
   • Source of information: (i) Total collection (ii) Total of annual addition,
   • Record of annual receipt under various methods,
   • Record of books weeded out,
   • Tool for stock verification,
   • Source of compiling various statistics.
12) The following characteristics make periodicals distinct from a monograph:

- Published by specialist publishers or by scholarly bodies,
- Carry along with articles also news, book reviews, editorial notes, letters addressed to the editors,
- Subscription on annual basis and mostly through agents only,
- Need indexing services for efficient use,
- E-journals are also available through Aggregating firms, through consortium and also free,
- E-journals are also available as cluster of articles; even content pages are also available through commercial firms.

5.9 KEYWORDS

Accounting : Keeping record of expenditure from sanctioned amount.
Aggregators : Suppliers of online articles data from different journals in collected form.
Bibliographic Detail : Author/editor, title, date, place of publication, publisher, pages, note (if any).
Berlin Declaration : Declaration made in Berlin asking research scholars to deposit research results at The Max Planck library for free access to scholars.
Consortium : Group of libraries formed to acquire online periodicals.
Credibility : Goodwill of a firm as an upright supplier.
Document Delivery Service : Supplying documents on demand of the users.
Open Access : Facility to free access to online resources.
Reviewing Media : Sources providing reviews of new publications.

5.10 REFERENCES AND FURTHER READING


