

**Procedure of Book Procurement**

KiiT International School Library has a fairly comprehensive book procurement procedure. However, It is being felt that the framework needs little bit modifications to make it more efficient and transparent. Principal and the management of KiiT International School has been approved for the same.

Please go through the detail procedure ....

**Book Purchasing Procedure**

1. The Faculty and students can recommend books and other publications for purchase to the Library. It is desired that the list of books requisitioned by the Faculty for purchase of each curriculum (CBSE, IGCSE and IBDP) be always routed through the respective ***coordinator***. The requisitions of students can be got approved by the concerned faculty and the coordinator. It will be desirable that books relating to semester courses may be sent in with one clear semester notice.
2. The Library would then check for duplication and place the list of recommended books before the meeting of principal for its review. Some very urgent requirements of books forwarded by the coordinator of respective curriculums may be purchased with the approval of principal.
3. Once approved by the Principal for purchase, library staff re-checks the library OPAC to eliminate any duplicate orders etc..
4. The Library then prepares the final list of books and obtains financial sanction for their acquisition from the Librarian and get sanction by the authority.
5. On the recommendations of the faculty the Library may purchase multiple copies of only those books which are found to be in great demand but not more than two copies of any book are procured.
6. The library will change the earlier practice of ordering books through a select list of approved vendors. The Library may now place orders with any well recognised Vendors registered with Federation of Publishers and Booksellers Association in India (FPBSA) and Odisha State Booksellers & Publishers Association.  The discount insisted upon would be a minimum of 20% on the printed/publishers price. The exceptions would be Government publications/institutional publications and nil discount items. Also in some exceptional cases the vendors charge the library for handling on publishers’ demand.  In case of multivolume books and encyclopaedia, efforts may be made to obtain higher discounts.  On the basis of service and past records the review of the suppliers will be done on annual basis.
7. A system of online ordering of books and purchase of books by Faculty during their visits other cities/ other countries has been introduced. Whenever,  the faculty are in need of books urgently, they may purchase books for the library from online book stores like amazon.com, flipkart.com etc. using their own credit/debit cards after checking with the library about its non-availability and with  due certification from the library to that effect. Same procedure of obtaining approval and financial sanction from the appropriate authority will be followed. In such procurements discounts may or may not be available.  Sometimes courier/postage charges are also included. The faculty may be reimbursed full amount paid on such transactions on the basis of credit/debit card statement and the bill generated through the online transaction.

**To help the book ordering process go smoothly, please note:**

* All items should be sent through the Coordinator. The Coordinator will forward requests to the librarian
* Please include special instructions - i.e. "Need for a class in three weeks," "Can wait to be ordered until next fiscal year," "I need this exact edition"

**Frequently asked questions**

* **How long do I have to wait before the book is received?**

Before a book order is submitted, the Librarian must do the following for each title: check for accuracy of publication information, including price and availability of the title (many books today go out-of-print after only a year) determine if the book is not already in the library collection. Most orders are submitted for purchase within a week of requesting. They are usually received within four to six weeks of ordering. Any book which has been ordered and not yet received by the Library will have an Order Status message on the record.

* **Does the Library purchase textbooks?**

The Library does not purchase large amounts of text books for many reasons. They become missing very quickly and new editions are issued almost yearly. Also, with a limited budget the library would rather support students and faculty with materials to reinforce academic inquries.

* **What about a rush order?**

Any rush order should be brought to the attention of the Librarian. The local book shoppers can provide rush book service at an additional cost/discount mentioned before and the library has several other options. We will try to accommodate emergency needs but we greatly appreciate advance notice.

* **What happens when the book arrives in the library?**

Books are received daily in the library. The hardback books are immediately sent to the Cataloging Area to be entered into the on-line catalog and processed for circulation. This takes approximately two or three days.