

**DEVI AHILYA UNIVERSITY, INDORE
(CENTRAL LIBRARY)**

BOOKS/JOURNALS PURCHASE RULES

for Central / Departmental Library, DAVV, Indore

2018-19

**PREPARED BY LIBRARY ADVISORY & PURCHASE
COMMITTEE OF CENTRAL LIBRARY**

5/25/2018

**TO BE PRESENTED BEFOR FINANCE
COMMITTEE AND EXECUTIVE
COUNCIL FOR APPROVAL**

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DEVI AHILYA UNIVERSITY, INDORE

CENTRAL LIBRARY

RULES OF PURCHASE OF BOOKS, E-BOOKS, JOURNAL, & E-JOURNALS AND ALL PRINT / ELECTRONIC CONTENT IN CENTRAL OR DEPARTMENTAL LIBRARY

Introduction:

As per the recommendation of the Coordination Committee that "the books should be purchased by the University keeping in mind the M.P. Govt Store Purchase Rules and keeping the whole process transparent for the procurement of quality books." the total process of purchase will be managed by Library Advisory & Purchase Committee (LAPC) with the approval of competent authority as per M.P. Govt. store purchase rules.

Library Advisory & Purchase Committee (LAPC):

There will be a Library Advisory & Purchase Committee (LAPC) at department level and at Central Library Level which shall take decision to the purchase of books, e-books, journal and e-journals recommended by faculty, PhD scholars and students.

Constitution of LAPC at Departmental Level:

Library Advisory & Purchase Committee shall consist of the following:

- | | |
|---|-----------|
| 1. Head of the Dept | Chairman |
| 2. A Senior Faculty | Member |
| 3. Topper of PG (Previous) | Member |
| 4. Topper of UG (2 nd / 3 rd Year) for 3 / 4 Years Course | Member |
| 5. Librarian / Teacher Incharge (Library) | Secretary |

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Constitution of LAPC at Central Library Level:

Library Advisory & Purchase Committee at Central Library Level is a High Level Committee constituted by Hon'ble Vice Chancellor.

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|---|-----------|
| 1. A Senior Professor | Chairman |
| 2. 3 Faculty Member | Members |
| 3. Librarian, Central Library (Ex. Officio) | Secretary |

Duties of LAPC at Department /Central Library Level:


1. Advising in Planning and Organizing the Library;
2. Recommending acquisition policy, Library budget and Library rules for approval and for the purchase of books, e-books, journals, and e-journals in departmental library and to central library;
3. Suggesting for improvement of services;
4. To suggest changes in the departmental Library with an aim to make it more user-friendly and academically useful.
5. To monitor / evaluate, from time to time, trends and developments in information technologies, networking library automation, library cooperation etc. and to make recommendation for the adoption
6. Evaluate the suggestions from the library users.
7. Any other function as and when needed for the management of library.


Quorum:


The quorum for the meetings of the Library Advisory & Purchase Committee shall be 2/3 of the total number of members. In the absence of Chairman the senior most faculty member will act as Chairman. The LAPC would meet as and when it considers necessary but at least once in every quarter (4 times in a year) to review the library affairs and purchase so that allotted budget is utilized properly and well in time.

Note: The committee will be valid for one complete year.

Books /Journals Purchase Rules for Central / Departmental Library, DAVV, Indore 2018-19


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Acquisition Policy (Book Selection):

Faculty members, PhD Scholars and students may recommend the books / e-books / print journals to the LAPC in a prescribed format (**Annexure- A**) for the purchase in departmental library or in central library. Each departmental Library and central library will also keep a requisition / indent register in which student can write their demand of books. The central library will continuously adding the publishers and authorized vendors who will be providing electronic lists of titles, printed catalogues and other printed announcements. These may be uploaded on central library web site or forwarded to the concerned faculties and departments from time to time. Besides catalogues, book reviews in important magazines and databases are also basis for recommending books for the library. The Departmental LAPC may also recommend the books for purchase in the Central Library.

Recommendation / Suggestion:

1. List of books requisitioned by the Faculty / PhD Scholars / Students for purchase for each Faculty / Department be always routed through the LAPC.
2. It will be desirable that books relating to semester courses may be sent in with **one clear semester notice**. Recommendation will be sent using **Book Requisition / Indent pro-forma** in (**Annexure - A**).
3. Before the meeting of LAPC, the Library (Dept or Central) will check requisition forms for duplication of books / journals through OPAC and prepare a compiled list of books publisher wise (**Annexure - B**) and place the list before the Library Advisory & Purchase Committee (LAPC) for approval.
4. After the approval the Library (Dept or Central) will prepare the list of approved books (Publishers wise as per **Annexure -B**) and will sent to the publishers through e-mail for confirming the availability, price and discount and will confirm that the

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- books will be supplied by the publisher or their authorized vendors available nearby.
5. The final list of books (Publishers wise as per Annexure - B) with discount and the list of authorized vendor will be presented for approval from the concerned competent authority as per store purchase rules of MP Govt. and then the order will be placed, in Purchase order format as per Annexure -C.
 6. The publisher can supply the books, e-books, directly or supply through their authorized vendor.
 7. The discount given by the publishers will be considered final but in case of multi volume books and encyclopedia, efforts may be made to obtain higher discounts.
 8. On the basis of service and past record, the review of the suppliers will be done on annual basis. Weightage will also be given to the publishers / vendors for timely delivery of books ordered, in addition to discount being offered.
 9. The government publications / institutional publications with zero discount items will be exception for this purchase process. (Point 4 will be ignored in this case.)
 10. On the recommendations of faculty, the Library may purchase multiple copies of only those books which are found to be in great demand as per the requirement and approval of LAPC.
 11. If e-books are available, the LAPC should recommend 1 e-book for each title with multiple users' permission and must get in writing the term and conditions for its use in future if new editions arrive.
 12. In very special case and for the books which are not related with any faculty Hon'ble Vice chancellor recommendation is required for purchase only in central library. The Maximum limit of this purchase will be Rs. 50000/- (Fifty Thousand per financial year)

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Subscription to Print/e-Journals and online Databases:

Print Journals may be purchased by the departments but the e-Journal will be purchased only by central library and access to faculty and students to the entire department will be provided.

1. The Faculty / Department wise lists of Print/e-Journals will be collected in requisition form (as per Annexure – A) sent to the Central Library. The Central Library staff will compile and check the duplicate copy of print / e – journals if any, and remove the duplicate name as per Annexure – B, will be kept before the Library Advisory & Purchase Committee special meeting for Journals.
2. The chairman of Library Advisory Purchase Committee (CL) will co-opt five expert members from deferent faculty who in the LAPC of central library who will evaluate and select the Print / e-journals package keeping in mind the need of entire departments / recommendation by the department, and as per the available budget. The tenure of the co-opted members will be same as LAPC members of one year.
3. After obtaining necessary approval and sanction from the competent authority, the print / e-Journals will be subscribed / renewed through the publisher / authorized subscription agents keeping in view their past service records.
4. Process of renewal of journals will be at least two month before the expiry of current subscription.
5. In case e-journals / e-resources are not available through any consortium, publishers of e-journals / e- resource will be directly contacted for raising the invoice.
6. **The Journals are no discount items and under Govt. of India General Financial Rules, no tender needs to be invited for Print/e-Journals subscription.**
7. The bills are received from the publisher's / authorized vendors along with the price proof and the proof of exchange

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rate as which prevails on the date of remittance to the publisher.

8. The payment for Print/e-Journals subscription will be made as per the bank exchange rates prevailing on the date of billing.
9. The supplementary bills will be accepted in case there is rise in price of the Print/e-Journals and exchange rate.
10. Each Print/e-Journal is considered as a separate item in itself. **The payment for each Print/e- Journals is treated as Advance Payment.** The payment will be made from the budget head "Journals" or from any other head such as Plan Grant / Project Fund etc.

Note:

1. Whenever possible paperback edition of books to be purchased.
2. As regards procurement of foreign books, same may be procured only from those distributors who are directly importing the books.
3. Exhibition Calling: Library can organize book exhibition by calling renowned publishers or their distributors but should not charge for space unless it is part of International or National Congress.

Purchase Procedure:

The University will follow the two purchase procedures

- (i) Non- Centralized purchase procedure. &
- (ii) Centralized purchase procedure.

All the purchase of Books, e- Books & Print Journal, will be through non centralized purchase process at the department level or central library level separately whereas e-Journals will be purchased only by the central library and access is to be extended to all the students and faculty

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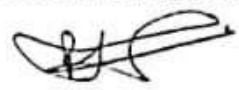

of all the departments. The total purchase process should be transparent and as per the M.P.Govt store Purchase rules.

The normal purchase procedure indicated as under:

1. Upto Rs. 20 Thousand Head / Librarian (CL) have the power to purchase the above contents after the approval of LAPC and after getting the rates and discount letter from the publisher.
2. Exceeding Rs. 20 Thousand and upto Rs. 1 Lakh Head / Librarian (CL) can purchase the above content after the approval of LAPC and after getting the rates and discount letter from the publisher and approval from registrar and Finance controller.
3. Exceeding Rs. 1 Lakh and upto Rs. 5 Lakhs Head / Librarian (CL) can purchase the above content after the approval of LAPC and after getting the rates and discount letter from the publisher and approval from registrar, Finance controller and Hon'ble Vice Chancellor. (Three quotations are not required here as publisher is the whole sole authority of their books / journals.)
4. If the amount exceeds above Rs. 5 Lakhs for single order Executive Council permission is required and if Executive Council recommend for tender then only tender process will be adopted.

Terms and conditions for the books suppliers or vendors:

1. The supplier will supply only latest edition, latest reprints of the books and shall charge the price as per invoice of importer / invoice of distributors.
2. If an Indian edition of a foreign book is available, they will supply only Indian edition.
3. If low priced or special edition for India is available, they will supply only that edition.
4. They will confirm period of supply within two weeks of the purchase order of imported books otherwise the purchaser may have the right to cancel the order.

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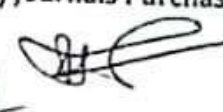
14. In special case, system of online ordering of books and purchase of books by faculty members is also allowed. Whenever the faculty members are in need of books urgently, they may purchase books for the library from online book stores like Amazon, Flipkart etc., using their own credit / debit cards after checking with the library about its non-availability and with due written permission from the Head / Librarian (Central Library). The matter will be put in the next LAPC meeting and 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 will be reimbursed fully the amount paid on such transactions on the basis of credit /debit card statement and the bills generated through the online transaction. **The maximum limit of this mode of purchase will be Rs. 10000/ (Ten thousand in one time)**


Gifts:

Constraints of space necessitate the library to stop accepting books from any individuals. New books gifted from major institutions and rare books or rare manuscript from any individuals may be accepted depending on their utility and physical condition.

Weeding:

Torn or bad condition books will be sorted and a list will be prepared subject wise for getting approval to be weeded by a committee of three experts of concerned subjects. Photocopies of books which are violating copyright law are to be also weeded. **Magazine and daily newspaper may be weeded by keeping six month back issues in the library.**

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Bill Processing:

1. Once the books are received in the Library along with the bills, the price of each book and discount rates, bank rates are verified by the library staff.
2. Entry for each book is made in the Accession Register which has all the relevant details of a book like its price, publisher, vendor, year of publication etc.
3. Then the bills are processed for payment with the accession numbers entered against each item.
4. Library staff will certify through a checklist (As per Annexure – D) that all the purchase procedure have been completed before forwarding bill to Accounts section or Registrar as the case may be for further processing. (All the bills of various department for payment should be forwarded through Librarian, Central Library, before sending to the account section / Registrar.)
5. The bills are normally to be processed by the library within 10-15 days depending upon the number of titles in a single invoice. In case of an invoice having about 20 titles it will be processed within 10 days and sent for further processing.
6. The account section will take 7 to 10 days for further forwarding the bills to audit section.
7. The audit section will take further 7 to 10 days to check and verify the bills and approve for the payment.
8. Head of the Dept / Librarian (Central Library) should take care about the payment and the payment should be made within 45 to 60 days after receiving the bills.

Exchange Rate:

1. **Books:** For books exchange rate may be the rate of RBI on the date of placing purchase order and if RBI rate of that is not published, the rate last published or next date rate published whichever is lower may be charged.

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2. Journals: The rate of exchange in case of foreign currencies shall be bank exchange rate is from on the date of remittance of payment by the publishers / subscription agency to the publishers. At the time of billing the bank exchange rate prevailing on that day shall be provisionally charged and the final settlement (plus or minus as the case may be) shall be made through a supplementary bill after the payment has been submitted by the publisher / subscription agent to the publisher.

Note:

If any legal dispute develops between DAVV and any publishers / authorized venders the jurisdiction of court will be Indore.



(Prof. Vrinda Tokekar)
Member


(Prof. Rajesh Sharma)
Member



(Mr. Ravi Sindal)
Member



(Prof. Ashok Sharma)
Chairman


25/5/18

(Prof. Ajay Kumar)
Incharge Librarian
Ex - Officio Secretary

DEVI AHILYA UNIVERSITY INDORE
(Departmental / Central Library)

INDENT FORM
FOR PURCHASE OF
BOOKS, e-BOOKS, PRINT JOURNALS, e-JOURNALS, ONLINE DATABASE

Indent for Books, e-Books, Print Journals, E-Journals (Use separate sheets) : _____ Date: _____

Name of Indenter: _____ Category : Faculty/Ph.d Scholar/Student Dept/Centre/School: _____

S. N.	TITLE/AUTHOR/EDITION/YEAR	PUBLISHER & PLACE OF PUBLICATION With E-Mail	ISBN / ISSN (If Possible)	NO. OF COPIES	PRINTED PRICE IN THE BOOK/CATALOGUE (If Possible)	Remark By Library Staff For Duplication
Total No. of Title Recommended :		Total No. of Copies Recommended :				

Certified that I have searched the books, e-books, print journals, e-journals in the departmental and central library and found unavailable.

Name & Signature of Indenter _____ Signature of Library Staff _____

Note:

1. Neatly typed complete filled information with signature on print copy may be submitted to the departmental / central library.
2. UTD Students should submit the indent form to their departmental library, others can submit to central library.
3. Departmental LAPC may forward some of the books to central library for purchase, if they think that these books should be available in the central library.

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**DEVI AHILYA UNIVERSITY INDORE
(Departmental / Central Library)
COMPILATION FORM**

ANNEXURE - B

TO FIND RATES, DISCOUNT AND AUTHORISED VENDOR NAME BY PUBLISHER
BOOKS, e-BOOKS, PRINT JOURNALS, e-JOURNALS, ONLINE DATABASE

Books, e-Books, Print Journals, e-Journals (Use separate sheets) :	Date:
Department / Centre / School:	Phone:
Name of Publisher:	e-mail:
Name of Authorise Vendor (to be filled by Publisher)	Phone:

S. N.	AUTHOR	TITLE	EDITION / YEAR	ISBN / ISSN	NO. OF COPIES	PRICE <small>To be quote by publisher</small>	DISCOUNT % <small>To be quote by publisher</small>	REMARK
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
Total No. of Title Recommended :						Total No. of Copies Recommended :		

Sign of Librarian Sign of Member 1(LAPC) Sign of Member 2(LAPC) Sign of Member 3 (LAPC) Chairman (LAPC)
 A blank format may also be sent to the publisher for sending the information back to the Dept Head / Librarian (Central Library)

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DEVI AHILYA UNIVERSITY, INDORE

CENTRAL / DEPARTMENTAL LIBRARY

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CHECKLIST FOR PURCHASE PROCESS FOR BOOKS, E-BOOKS, PRINT JOURNALS, E-JOURNALS

This is to certify that following process have been followed:

S.N.	PROCESS	YES/NO
1	Requisition have been collected from faculty, Ph.d Scholars, students for purchase of books, e-books, print journals, e- journals or other data base in Annexure - A or from requisition register.	
2	Compiled lists, publisher wise (Annexure - B) were presented before LAPC & approval was sanctioned taken by LAPC.	
3	Approved lists, publishers wise (Annexure - B) were sent to publishers for price, discount and for authorized vendor of publishers.	
4	Price, discount and authorized vendor information were received from publishers.	
5	Before issuing the order competent authority permission was taken. (<20000- Head), (>20000 <1.00 Lakh Registrar & Finance Controller), (>1.00 Lakh <5.00 Lakhs Registrar, Finance Controller and Vice Chancellor), (> 5.00 Lakhs Executive Council)	
6	Proper purchase order were issued in hard and soft copy in Annexure - C through e-mail and hard copy.	
7	Books or other material and two copies of bills were received.	
8	Books and other materials were verified against the bill for quantity, price and discount, and bill was signed by incharge and the librarian.	
9	All the books stacking process were followed.	

Note: The file for payment should be send through Librarian, Central Library to Account Section or Registrar as the case may be.

Signature
Librarian / Purchase Incharge (CL)
Seal

Sign
Head / Librarian (CL)
Seal

Ajay Kumar

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वरिष्ठा विभाग

दिनांक 21-6-2018 को सम्मन्वय वित्त समिति
की बैठक की कार्यवाही में से लिया
गया उद्धरण

विषय क्रमांक 02 : सम्मन्वय समिति द्वारा विश्वविद्यालय के लाइब्रेरी में
पुस्तकों कय करने संबंधी नियमों के सम्बन्ध में लिये गये निर्णय एवं
अनुमानित राशि रु.5.00 लाख कय की स्वीकृति वावद।

वित्त समिति की अनुशंसा : विश्वविद्यालय ग्रन्थालय द्वारा प्रस्तुत प्रस्ताव के
संबंध में म.प्र. शासन की सम्मन्वय समिति की 93वीं बैठक दिनांक 25.10.2017
की कार्यवाही विवरण के विषय क्रमांक-14 में अच्छी गुणवत्ता की पुस्तकों के
कय करने के संबंध में लिये गये निर्णय अनुसार "विश्वविद्यालय अपने स्तर पर
समिति गठित कर पारदर्शी तरीके से म.प्र.भण्डार कय तथा सेवा उपार्जन
नियम-2015 के पालन की शर्त पर कय किये जाने की अनुशंसा की गई।

हस्ता/—
(श्री. विलीप वमा)
वित्त नियंत्रक

हस्ता/—
(श्री. अजय वमा)
पु. कुल सचिव-सं/पु

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