LYIT Library Stock Purchasing Policy

Budgets

There are two separate budgets available to each department; one is for library stock, and the other is for classroom materials.

- **Library stock orders (books)**

Lecturers can place a request to purchase stock that is required reading for their students. The lecturers can browse for publications on the library homepage under the heading **LYIT Book Suppliers' websites.** They can download the Book Order form from the same link and fill in the details. The request goes to the Head of Department for approval and is countersigned by the Institute Librarian. Books purchased for the library stock will be catalogued for the library collection and, after applying the loan status request of the lecturer, will be available to be borrowed by students. Books should not be purchased from this budget if for personal use of the lecturer (teaching purposes); this is because they will appear on the catalogue as available for common use. Students may then request these items on the assumption that they are library stock, and never receive them.

- **Classroom materials**

Lecturers who want to purchase books for teaching purposes are advised to order from the classroom materials budget. This means that a stock order can be purchased directly from the department, the purchased items remain the property of the department and can be retained indefinitely by the lecturer for his or her own use. As this stock is not catalogued it does not form part of the library collection and does not need to be countersigned by the Institute Librarian. On the library Webpage you will find the book suppliers websites. Also in this link is the Purchasing document and Book Order forms. See link below

Library web page. Book Supplier websites

LYIT Library Stock Purchasing Policy Document

Log ins for websites **Book Nest (open access).**

YBP email**: allstaff1@lyit.ie** password**: allstaff1**

Proquest/Coutts username ID**: sta1502** password**: dex172**

Lyit Schools and Departments Structure

School of Business Michael Margey	School of Engineering Denis McFadden	School of Science Gertie Taggart	School of Tourism Sean Duffy
Head of design and Creative Media Nollaig Crombie	Head of Civil and Construction Engineering Anne Boner	Head of Computing Thomas Dowling	Gastronomy Ciaran O'Hannrachain
Head of Business Studies Patricia Doherty	Head of Electrical and Mechanical Engineering Jim Morrison	Head of Nursing Louise McBride	Hospitality and Tourism Ciaran O'Hannrachain
Head of Law and Humanities Anne Burke		Head of Science Joanne Gallagher	

Department

Library Book Budget	**Classroom Materials Budget**
Purchases signed by Head of Dept. and Head Librarian. Books are catalogued and form part of the Library Collection. Lecturers decide the loan status of the books they purchase.	Purchases signed by the Head of Dept. only. Books are for **lecturers use only** and are property of the Department not the library.

Reading list supplied to the library

In order to maintain an up to date relevant library collection staff from both the library and the departments can collaborate to tackle the stock shortfalls from year to year. Academic staff can supply library staff with their Recommended Reading Lists between February and March each year. Library staff can check all reading lists to see if the books are in the library collection and report back their findings to the lecturers by the end of April. The lecturers can then decide if they wish, to purchase missing or lost books, new titles or latest editions of recommended books. Book Orders processed by the end of May would normally be available on the library shelves for the new academic year in September.

Request and Purchasing Process for Library Stock Orders

The book suppliers that we use are **Book Nest** (Books of Irish Interest), **Proquest/Coutts** (all other books), and **YBP** (e-books). The links to these suppliers can be found on the Library Homepage under **LYIT Book Suppliers' websites**. Each supplier link provides username and password details to browse the databases for full bibliographic details of books staff wish to purchase. **Book Order forms** and the **Purchasing Policy Document** are also available from this link and can be downloaded.

Enter the bibliographic details on the book order form. To approve a purchase, the book order form must be signed by the Head of the Department and the Institute Librarian. The completed signed form is given to the Departmental Administrator. The data is then entered into Agresso. The Head of Department must approve the order on Agresso and it then goes to the Accounts Department. Each purchase order is then printed off with terms and conditions attached and sent to the supplier. The library receives both electronic order confirmations and status updates. These are forwarded to the staff member who makes the request.

Books arrive at the LYIT and are immediately dispatched to the Accounts Department for checking. A GRN (Good Received Notice) is generated which is sent to the library together with the books received. The Librarian signs the GRN Form which is kept by the Accounts Dept.

Processing the Books

Books are processed and catalogued as follows:-

- On the inside main cover are recorded:- invoice number, name of requestor, gross price and month and year of invoice.
- Library stamp on the inside main cover, title page and page 19
- Library stamp on all three sides of the book
- Barcode on title page and a copy on page 19
- Security strip on inside back cover

The material is then catalogued; some are downloaded using the Z39.50 standard, with amendments reflecting local catalogue practice. Some are catalogued from scratch. The original requestor i.e. staff member receives an email alert advising them of the arrival of the new books. If there are no special instructions i.e reference only, three-day loan etc. the books are put into normal circulation and are ready to be borrowed by the students.

Text books in e-format

Not all text books are available in e-format. If a popular text book is available in e-format it can be expensive to purchase, and the supplier usually imposes downloading and viewing restrictions. When ordering e-books be aware of the purchase options from each e-book supplier. Please see table below. For example e-books with 'Unlimited number of users' option will be more expensive to purchase than '3 Users at a time' option.

eBooks from YBP Library Services

- Many publishers and aggregators offer eBooks in GOBI, often including a selection of purchase options.
- The eSuppliers page in the Library menu provides a list of all the eSuppliers with materials available for purchase in GOBI and the library's contract status. A general list is also provided bel[...]

▽Purchase Option Definitions

Different purchase option labels often have the same meaning.

Label	Definition
1 User	One user at a time
3 User	Three users at a time
Each	Unlimited number of users
Concurrent Access	Approx. 365 loans per year; unlimited simultaneous users
Multiple User	Unlimited number of users
Non-Linear Lending™	325 loans per year; unlimited simultaneous users
Single User	One user at a time
Unlimited	Unlimited number of users