

# LYIT Library Stock Purchasing Policy

## Budgets

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

## Library stock and book suppliers

The links to the book suppliers can be found on the Library Homepage <http://library1.lyit.ie/> and under the headings **Getting Started – Staff – Ordering Library Stock**. We use the following book suppliers

- **Proquest/Coutts** username ID: **sta1502** password: **dex172 (general book supplier)**
- **Book Nest** open access (**only books of Irish interest**)
- **Dawsons** username: [academic.staff@lyit.ie](mailto:academic.staff@lyit.ie) password: **academic (e-books)**
- **YBP** email: [allstaff1@lyit.ie](mailto:allstaff1@lyit.ie) password: **allstaff1 (e-books)**

**Ordering Library Stock.** See username and password details above of the book suppliers' websites 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.

## Request and Purchasing Process for Library Stock Orders

Lecturers can place a request to purchase stock that is required reading for their students. They can download the Book Order form from the same link and fill in the details.

Instructions are as follows:-

1. The book requestor must enter the bibliographic details on the book order form. Take the order form to the Head of the Department and the Institute Librarian to be signed off. The completed signed form must be given to the Departmental Administrator for ordering on Agresso (the financial management system used in LYIT for purchasing all goods and services for the college)
2. 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.
3. 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.
4. Books purchased for the library stock will be catalogued for the library collection. The member of staff cataloguing the items will contact the requestor and establish the loan status they wish to apply to the items. If there are no special instructions i.e

reference only, three-day loan etc. the items are put into normal circulation and are ready to be borrowed by the students.

- Books should not be purchased from this budget if for personal use of the lecturer (teaching purposes) see **classroom materials** below; 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 (books for lecturers' own teaching purposes)**

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. **To order from Classroom budget follow instructions as above without needing Librarian approval on the order form.**

### **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.

### **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 below.

#### **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                                |
| <a href="#">Concurrent Access</a> | 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                                |