

## Guidelines and Procedures for Purchase of Reading Materials for IESL Library

Introduction	<p>The Institution of Engineers, Sri Lanka (IESL) under the purview of the Library and Publications Committee maintains a Library in order to support its members' learning, research, engineering practice, continuous professional development and furtherance of general knowledge particularly in matters of relevance to the profession.</p>
Acquisition of monographs	<p>The Library continually acquires reading materials to add to its collection through routine purchases, purchases on specific requests, donations or otherwise.</p> <p>The Library normally would purchase only one copy of any title for its Main Library at the IESL Secretariat, but extra copies may be acquired to satisfy exceptional demand or to replace lost items or to supply its Provincial Libraries (<i>when such libraries are established by the Provincial Chapters of the IESL</i>).</p> <p>The Library therefore welcomes suggestions and recommendations from the members, readers, authors, publishers, booksellers and the librarian regarding monographs reading materials suitable for acquisition subject to its selection criteria.</p> <p>IESL requests its Members to also help enrich its library by promoting unconditional offers of donations of suitable reading materials.</p>
Categories of monographs:	<p>Purchased, donated or otherwise acquired material include; a) Reference material which are not available for loan, b) Statutory documents, Standards, Government Acts and Regulations, Codes of Practice etc., c) Books available for loan, d) Newspapers, newsletters, bulletins or other printed matter of ephemeral nature which may or may not be retained or preserved, e) Publications of the IESL, f) Material that are of archaic value to the profession.</p>
Library Catalog	<p>The Library maintains a Library Catalog of its collection which shall be continually updated and also available online IESL Web Page at link; <a href="http://www.iesl.lk">www.iesl.lk</a></p>
Selection Criteria and Procedure	<p>Selection Criteria and Procedure for acquisition of reading materials as routine purchases, on requests from the members or as donations is given below.</p>
Purchase Request by a Member	<p>IESL Members are invited to make suggestions or recommendations of suitable reading materials for acquisition, to the Librarian either directly in case of urgent requests or through the Sectional Committee that the member belongs to in case of book suggestions.</p>

To consider any suggestions or recommendations, a request shall be submitted using the on-line Purchase Form (see Annex 1). Failure to furnish the requested information may delay the acquisition process or the request may be rejected.

Before submitting a purchase request, the Members shall give attention to the following;

Check the Library Catalog to determine whether the wanted item is already owned by the Library or currently on order.

If the item is listed in the Library Catalog but is not on the shelf or checked out, request the Library staff who will try to locate the item.

If the wanted item is already on order, the Member may request the Librarian to reserve it for the Member when it is received.

Check whether the wanted item is available for reference/loan at a library of another institution nearby and whether suitable arrangement, such as through collaborated networking, is made between IESL and such an institution for IESL members to use their facilities.

Check whether the wanted item is available on-line for browsing or downloading from an authentic and legal source.

Ascertain whether the publication has been positively reviewed or recommended by recognized major review journals, recognized academic/professional bodies.

Avoid requesting pre-publication titles as those found in publisher's catalogs or obsolete items To ensure that most desirable updated reading materials are received.

Avoid requesting any books for single use/single user or when it is prudent to purchase such item out of funds of the project for which the book is to be used.

Consider number of prospective users and value for investment.

Check whether all required information asked for in the Purchase Request Form is furnished.

Processing by the Librarian:

The Librarian, in case of reading materials in a particular engineering discipline, may refer the purchase request to the relevant Sectional Committee for recommendations on suitability of the requested item.

Recommendations made by the Librarian along with the recommendations of the Sectional Committee on this form will be sent to the Library and Publications Committee/Director to proceed with Purchase Request with necessary approvals.

As the monographs are ordered according to collection priorities and the availability of funds, processing of requests may take considerable time say beyond a few to several weeks of the request. The Librarian shall try to get the orders processed as soon as possible to meet the Member's needs.

The library shall notify the requestor by e-mail or by displaying on-line when the requested item become available for check-out or if there is a considerable delay.

**Role of Sectional Committees**

Every Sectional Committee, in consultation with the members of that Section, shall identify suitable reading materials for recommendation at least in every 4 months or as deemed necessary. Members' suggestions submitted using the Purchase Request Form may also be considered for this purpose. The Sectional Committee after scrutinizing each item carefully shall prepare and submit to the librarian a list of reading materials recommended for acquisition.

All purchase suggestions will be reviewed by the appropriate experts or specialists or Practicing Engineers nominated/assigned by the Sectional Committee for making recommendations.

Each Sectional Committee shall allocate adequate funds for annual reading material requirements exclusively for the Section and endeavor in fund raising and getting book donations.

The Sectional Committee shall review and make its comments as soon as possible when a purchase request submitted by a member of the section is referred to it by the Librarian for recommendations.

**Routine Purchases**

The Library routinely acquires books published by commercial publishers which fit the selection criteria and priorities for selection.

To facilitate speedy transaction of book purchases the Librarian may maintain a register of publishers and booksellers as relevant and request them to update the Library with information on their latest publications. Information requested from Authors, Commercial Publishers/ Booksellers is given below.

**Acquisition of self-published books**

Library also may acquire self-published books that meet the selection criteria. However, the addition of a self-published book should be considered if it has received an independent, positive review in one or more of the major review journals. Authors may bring their books to the attention of Librarian by Email giving the required information listed below.

Information requested from Authors, Commercial Publishers/ Booksellers includes the following:

- a) The basic bibliographic information including Title, Author, ISBN, Publisher, Date of publication, Number of pages and Price, Delivery charges if any,
- b) a link to book's website and links to any reviews or other coverage in the media,
- c) A brief description of the book/s,
- d) Intended audience
- e) How and where to buy

**Donations**

IESL welcomes unconditional offers of donations from other institutions, authors and publishers for reading materials of relevance, subject to the selection criteria:

Selection criteria for donated items are the same as for the items purchased by Library s for the collection.

Normally the Library does not accept duplicate copies of items already in the collections. However it may accept the offer if there is a reasonable demand or the items can be passed on to the Provincial Chapters.

The Library may reject an offer that involves any considerable financial commitment such as posting/delivery costs or storage.

**Disposal of Redundant Material**

Time to time the Library may announce disposal of redundant items and display on-line ( [www.iesl.lk](http://www.iesl.lk) ) a list of such items for information of the Members.

Any member who wishes to acquire any item listed for disposal may make a request to the Librarian and collect the item/s on first come first served basis (free of charge or at a prescribed fee).

**Remarks**

All parties concerned shall be encouraged to make optimum usage of IT facilities available with the IESL Management System for speedy communication and processing

# Purchase Request Form

*Please review the Purchase Guidelines before submitting, recommending or directing purchase requests.*

Date of Request:

Title:

Name of Author/s:

Name of Publisher:

Place Published:

Year Published

Edition:

Series and Volume Number:

Type of Request

My request is:

- Simply a purchase suggestion.
- NOT urgent, but I would like to use the item whenever it is received.
- URGENT I need this item as soon as possible.
- URGENT I need this item by the following date (DD/MM/YYYY): / / .
- I wish to have this item held for me when it is received:
- Please notify me when the item is received.

Justification of the request and additional comments regarding this purchase:	
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<p>My Contact Information</p> <p>Surname:</p> <p>Initials</p> <p>IESL Membership Number:</p> <p>E-mail Address:</p> <p>Phone Number</p>
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My major Discipline is:

I belong to ..... *Sectional Committee*

Recommendations/Comments (For Office Use Only)

by the Relevant Sectional Committee
by the Librarian
by the Chairman, Library and Publications Committee
Remarks