CENTRAL LIBRARY - NIT WARANGAL

Acquisition Policy and Procedures for Books (Version 2.0)

The Central Library of the National Institute of Technology, Warangal (NITW) is an integral part of academic system whose primary function is to provide resources and serve scholarly community (faculty, researchers, and students) to reach the institutional academic research and innovation goals. The purpose for designing the "Acquisition Policy and Procedures for Books (Version 2.0)" in the Central Library is to ensure and adhere to specific guidelines when selecting and purchasing print books (hard bound/paper-back) in a fair, transparent, and efficient manner. The key objectives of the policy are as follows:

1. Objectives

- Support the library's mission to promote institutional academic and research excellence.
- Selection and method of purchasing quality collection of textbooks, reference materials, and subject-specific resources to meet user needs.
- Ensure a diverse, inclusive, accessible collection of library resources.
- Maximize utilization of library's budget in transparent process.
- Adoptability of good practices and flexibility of acquisition policy and procedure.
- Empanelment of vendors, to ensure quality service and timely delivery.
- Ensure legal and ethical compliance.

2. Scope

The procedures outlined in this policy are strictly confined to the selection and acquisition of physical books, including textbooks and other reference materials, specifically for the Central Library, NIT Warangal. The acquisition of other types of information resources, such as e-books, e-journals, printed journals, and databases, is beyond the scope of this policy and handled separately through other procurement processes.

3. Guidelines for Selection of Books and Other Materials

When selecting books for the library, it is important to consider specific criteria to make sure the materials align with user needs and the library's mission. The following are the standard factors considered when choosing books:

3.1 Relevance to Academic Curriculum and Research

Faculty members are able to select library books based on their relevance to academic programs, curriculum, and research needs of the institution. Research interests, especially in emerging fields and interdisciplinary studies, should be prioritized.

3.2 Authoritativeness and Credibility

Books should be chosen based on the author's credibility, expertise, and familiarity with their work. Generally, books published by respected societies and academic publishers are considered reliable.

3.3 Criteria for Selection of Books

Following criteria for the selection of books may be adopted:

Subject coverage – New, relevant text books, course books and

		research-oriented books in the field of science, engineering, technology, humanities, management, etc.
Language	–	English, Hindi, Telugu, etc.
Format	–	Print only
Date of Publication	–	Preferably within 5 years of date of publication.
Edition	–	Updated and latest editions are preferred
Choice	–	Hardbound books preferred than the paper-back editions.
No. of Copies	–	One-copy of research-oriented books; multiple copies of the prescribed textbooks maximum 05.

3.4 Demand and Usefulness

Textbooks or course materials that are highly demand and fast moving titles of books may be given priority in future selection processes.

3.5 Cost-effectiveness

The price of the book must be considered in connection with its worth, potential usefulness, and the overall budget for new acquisitions at the library. More expensive books must justify their cost by being valuable contributions to the collection.

3.6 Diversity and Inclusion

Selections and acquisitions of books should reflect a diversity of perspectives, including works from different cultural, ethnic, and social backgrounds.

3.7 Tools used for the Selection

Faculty, researchers and students use various tools like publishers' catalogues, book-reviews, and latest announcements of specific reputed publications to select books and they can also select physical books through book exhibitions and book stalls.

3.8 Book Fair/Exhibitions

When necessary, selections may be made from book fairs or book exhibitions to ensure a diverse and adequate collection that meets the educational, research, and innovation needs of the institution. This approach will complement other acquisition methods and support the goal of maintaining a high-quality and relevant collection.

4. Guidelines for Acquisition of Books and Other Materials

The policy ensures that the Central Library builds a collection that is both comprehensive and aligned with the institution's academic and research goals. The methodology for acquiring books and other materials is divided into three types of purchases:

4.1 Direct Purchase (Firm Order)

This method involves the library placing orders directly with vendors, publishers, or distributors for specific titles or materials based on faculty recommendations, departmental requests, and user demands, ensuring that the materials procured are aligned with academic and research needs.

a) This method ensures high-priority or essential materials, especially textbooks and reference works.

b) In view of the urgency, the library may directly purchase books costing up to Rs. 25,000/- based on recommendations through a requisition form or email.

c) It is one of the fastest methods, allowing the library to acquire books from publishers, bookstores, or online platforms like Amazon or Flipkart etc.

4.2 Bulk Purchase

A greater quantity of books selected and recommended by the faculty may be purchased with the approval of LAC and Competent Authority and the procedures are as follows:

a) Quantity – books for less than 100 volumes/titles costing less than 1 lac, the library may be considered for purchase by selecting minimum of three (03) empanelled vendor(s) especially local vendors based on their previous performance.

b) Quantity – books for more than 100 volumes/titles costing more than 1 lac, the library may be considered for purchase by seeking quotations from all empanelled/approved vendors for supplying of books within two weeks' time. In this, minimum 3 quotations are required to process or reinitiate the process for the purchasing.

4.3 Approval Plan Purchase:

a) In this model, the library collaborates with selected vendors or publishers to receive books on an approval basis.

b) Books are supplied based on predefined subject areas, profiles, or specific criteria such as publisher, language, or format.

c) The library has the discretion to review, accept, or return the books that are not required, allowing flexibility in selection while maintaining a broad coverage of resources

5. Guidelines for Empanelment of Vendors and Discount Structure

To align the purchase procedures for books, the following systematic framework is proposed to ensure transparency, competition, efficiency, and economy in procurement:

5.1 Empanelment of Vendors

The empanelment of vendors should be carried out in a transparent manner, ensuring fair competition among suppliers. The Central Library periodically invites applications for empanelment of vendors (suppliers, distributors, or publishers) to supply books for a specific period. The notification will be advertised on the NIT Warangal website, notice board and email intimation to all vendors/publishers for ensuring wide publicity.

a. Application Process

Based on advertisement, applicants must submit their credentials, including their experience, financial strength, and relevant certifications (e.g., PAN, GST registration, ITRs of the last three years). The application will be processed online via a Google Sheet or similar platform. Additionally, vendors must pay a non-refundable registration fee of Rs. 2,000/- in favour of "Director, NITW" payable at Warangal.

b. Eligibility Criteria

The vendors must meet the following criteria:

i. Must be a registered firm with a permanent office in India.
ii. Must provide proof of registration, along with PAN and GST details.
iii. Must submit financial statements from the last three years to demonstrate financial capability.

c. Selection Process

Vendor selection will be based on the prescribed eligibility criteria including the financial soundness, past experience and performance. The number of vendors empanelled will depend on the number of applicants. The final list of vendors will be submitted to the Library Advisory Committee (LAC) or Director for approval. The LAC reserves the right to recommend or reject any vendor as per institutional requirements.

d. Notification of Empanelment

After approval, the list of empanelled vendors will be published on the library's website for transparency. The list may be reviewed and updated annually.

e. Validity and Compliance

Empanelment is initially valid for two years from the date of final approval. It may be extended for an additional year at the discretion of the LAC and the Librarian.

5.2 Terms & Conditions for Supply of Books and Other Materials

All empanelled vendors must adhere to the "Terms & Conditions for Supply of Books" as specified by the Central Library. This framework ensures that the purchase procedures for books and other materials at the Central Library of NIT Warangal is transparent, competitive, and compliant with financial regulations.

a) Approved or empanelled vendors are most likely to supply books and other materials to library against the Purchase Order (PO).

b) Each item must be accompanied by a price proof (e.g., publisher's catalogue or invoice) duly stamped and signed.

c) Preferred delivery is in person via hand delivery to the Central Library. Other delivery methods, such as registered mail or courier, are permitted, but the vendor assumes all responsibility for any loss, damage, or pilferage in transit. The delivery bearer must provide a challan that includes the reference number, date, and PO number for proper tracking.

d) Vendors must respond promptly, indicating the availability and timeline for delivery of the requested materials. If the vendor fails to deliver within the stipulated timeframe, the order may be cancelled.

e) In case a supplier fails to fulfil the supply of books to the library three times consecutively, the supplier shall be blacklisted, and no further orders will be placed with the firm. Also, if the supplier is involved in unfair practices, forgery, misinformation or cheating, the firm shall be blacklisted and debarred from doing business with the institute.

5.3 Discount Structure

A minimum discount of 28% should generally be applied to each book purchase for the library. This minimum discount is based on an average discount rate of 24.90% observed over the past four years, with rates ranging from 0% to 50%. The average discount rates for the last four years are as follows: 2021-2022 (25.46%), 2022-2023 (26.06%), 2023-2024 (23.70%), and 2024-2025 (25.93%). However, for certain publications, specific discount rates may be applied to ensure the smooth functioning of the library.

Note: Discounts may not apply to certain publications, such as those from Society publications, NGOs, universities, or government bodies.

5.4 Exchange Rate

For foreign publications, the exchange rate will be based on the RBI or GOC rates prevailing on the date of the invoice.

5.5. Placement of Purchase Orders (PO)

The Librarian is authorized to place Purchase Orders (PO) based on recommendations from the respective Heads of Departments (HODs), within the sanctioned budget and according to fund allocations as determined by the Library Advisory Committee. According all the bills within the amount allocated to the library will be cleared, subject to checks by the Finance & Accounts (F&A) at the time of making payments.

a) Acknowledgement and Acceptance of the Order

Upon receiving the PO, vendors must promptly acknowledge receipt via email. This acknowledgment serves as confirmation of agreement to the terms of the order.

b) Delivery Timeline

The timeline for delivery is set at 30 days for Indian publications and 60 days for foreign publications.

6. Guidelines for Invoice Processing and Payment

6.1 Receipt and Verification of Materials

After receiving the materials, the supplier needs to present a delivery challan that lists the books delivered, and get it signed by library personnel upon verification of the delivery.

6.2 Submission of Invoice

The supplier submits an invoice for the books supplied to the library. The acquisitions team physically verifies the documents and invoice including bank details of the firm against the PO and received books to ensure accuracy. In case of any discrepancies, they should be noted and addressed with the supplier. Once a books have been successfully verified, it is considered ready for accession and must be processed using the standard procedure for accession.

6.3 Accessing of Books

Books must be accessioned in the Accession Register in prescribed format as per the guidelines, and clauses pertaining to the record keeping are maintained in the Accession Register Form GFR 18 (See Rule 211. (ii)(c)).

6.4 Payments:

After the completion of the necessary stock entry, the invoices/bills, approved list and order forms and related documents should be sent to the Purchase Section/Finance Department to settle the accounts. Afterward, the finance department examines the invoice, including all required approvals and documents, before recommending payment. The Payment process will be done through the appropriate method (electronic transfer (NEFT/RTGS), cheque, etc.) as per the institutional policy.

6.5 Entry into the Integrated Library Management System

All accessioned books will be sent to technical processing the section for entering metadata along with invoice and payment details, into the library management system (e.g., Koha). This guarantees accurate monitoring of purchase and payment logs for auditing and record-keeping purposes, as well as for future use.

7. Legal and Ethical Compliance

a) The acquisition policy needs to adhere to copyright laws, licensing agreements, and ethical considerations when obtaining and granting access to materials.

b) This structured workflow ensures transparency and compliance with the financial policies of Central Library of NIT Warangal and helps maintain accurate records for auditing and financial control.

c) The decision of the Librarian in all matters of procurement and supply of books shall be final and binding on all the concerned parties. Legal disputes, if any, shall be settled within the jurisdiction of Warangal.

8. Guidelines for Implementing Policy and Acquisition Procedure

a) **Budget and Financial Considerations**

Central Library must consider its budget limitations when planning acquisitions to ensure they align with their financial resources. Frequently, priorities are determined according to the amount of funding allocated to various categories

(such as reference materials, textbooks, periodicals, e-resources, databases, software, etc.).

b) **Recommendations of Books**
Faculty, researchers, and students can recommend books for the library through the Head of Department (HOD) and submit it to the Central Library for acquisition.

c) **Preparation of Book List by the Library**
The library shall prepare a consolidated list of the recommended books received from various departments and verifies the duplicate titles, along with their cost and number of copies.

d) **Approval of Book List**
A consolidated list of recommended books is to be placed before the Library Advisory Committee and Competent Authority for approval. Further, the LAC can add/delete any title or modify the number of copies before approval.

e) **Library is Authorised to Purchase Books**
The library is authorized to purchase books for the following categories:

i. General knowledge and competitive examinations for the students' advantage.

ii. Replacement copies of books without getting quotations from the vendors to ensure the library's collection remains complete without any gaps. The term "replacement copies of books" refers to books that may have been lost by users, for which they have paid. The funds collected from these lost books can be accumulated and used to purchase replacement copies, with the quantity likely being fewer than 5 to 10 books.

iii. NITW fraternity own written books on subjects offered by the institute directly through the publishers, provided that a request comes from the faculty member along with the approval of the competent authority.

iv. If faculty need a book costing less than Rs. 25000/-for a particular course very urgently and it is not available locally, he/she can make a special request to the Librarian for placing orders directly with the publishers either in India or abroad.

v. In case of expensive reference or multi-volume books which cost more than Rs. 1.00 lakh is recommended by a department, the library shall obtain special sanction/approval from the LAC or Director before placing orders for the same.

f) **Library Receives Donations**
Libraries may receive books from donors, alumni, or other institutions as token of appreciations, donations and gifts, often supplementing their collection.

g) **Lost and Replacement of book**
If the user loses a book, he/she has to return the exact/latest edition of the book to the library with admissible fines. Or pay the cost of the book twice + processing cost Rs. 50/-.

h) **Stock Verification**
Physical stock verification of library books may be done as per guidelines of Rule 215 of GFR-2017.

9. Monitoring and Review

a) The library shall maintain records of all the policies and procedures and physical records of books, which are necessary for the fiscal control of budget and inventory.

b) The Librarian and other library staff shall be responsible for strictly following the procedures laid down in this policy.

c) There shall be cooperation between the library professionals and library users (faculty, researchers, students etc.) in selecting and purchasing library books and journals to ensure a balanced collection on all subjects.

d) This policy and procedure shall be reviewed periodically depending on the need and changing library products, services and changing user needs.

e) In consultation with the LAC, the library shall make necessary modifications to the policy to improve efficiency in library administration.

10. Duties and Responsibilities

a) The Director, Chairman of Library Advisory Committee and the Librarian are responsible for ensuring the most economical and transparent method of purchasing library books and periodicals. All such purchases shall have budgetary appropriation and approval before making payment.

b) The Librarian is authorised to place orders for books on the recommendation of the concerned HODs within the sanctioned Budget/Grant, and in accordance with the availability of grants/percentage allocations of funds among various departments made by the Library Advisory Committee from time to time according to the terms & conditions of the policy.

c) The Librarian shall have power to place purchase order (PO) for procuring books, periodicals and other library materials and pass all the bills within the amount allocated to the library, subject to checks by the Finance & Accounts (F&A) at the time of making payments according to the terms & conditions of the policy.

11. References (copies enclosed)

a) As per the Manual for Procurement of Goods - 2017 (formerly 'General Financial Rules'), issued by the Ministry of Finance, Department of Expenditure, Govt. of India, clearly mentions that under Rule 143, procurement of 'goods' cannot be applied for procurement of library books, publications, periodicals, etc.

b) According to the GFR 2017 manual, "The term 'goods' used in this chapter excludes books, publications, periodicals, etc. for a library (Rule 143-chapter 6, page no. 33)

c) The Specific rules and clauses pertaining to the record keeping are maintained in the Accession Register Form GFR 18 (See Rule 211. (ii)(c)).

d) Physical stock verification of library books may be done as per guidelines of Rule 215 of GFR-2017.

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Submitted for kind approval.

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