Florida A&M University
Acquisitions Department Guidelines

Introduction

The Acquisitions Department, a division of the Technical Services Department, is responsible for acquiring resources such as books, serials, electronic resources, etc., for the Library’s collections. Requests are accepted from faculty, staff, and students of the university’s various schools and colleges to acquire materials in varied formats for the respective programs offered. Acquired materials are housed in the location designated when requested or in the location most appropriate for its content and format.

Mission Statement

The Acquisitions Unit is to create diverse and innovative services for the University libraries by acquires all materials in all formats to endorse and support Florida A&M University and the University Libraries in fulfilling the mission of teaching, research and service.

Goals

1. To acquire books, print and nonprint serials, standing orders needed to enhance the learning environment.
2. To provide records of all encumbrances, expenditures made, statistics, and overall status and plans of the Acquisitions Department to the Library Administration.
3. To encourage staff development activities and participation necessary to enhance the role of the Acquisitions Department.
4. To create order, receive, and make payment in a timely manner.
5. To encourage participation in collection development in support of instruction and research.

Guidelines

All orders are approved by the Collection Development Coordinator and assigned a fund code, then forward to the Acquisitions Department for process. Each request goes through the following procedures: pre-order search, ordered, received, invoiced, manually and system payment.

PRE-ORDER SEARCHING

Currently item to be ordered are given to the person who is over collection development. Collection Development staff then assigns the item a fund code and location then forward the order slips or item to the pre-ordering team. There are two basic reasons for pre-order searching: first, to determine if the title requested is held or on order for the libraries collections; second, to verify bibliographic information so that the book can be ordered.
An order request slip that is ready to search should have:
1. Location
2. Department fund code number
3. Collection Development initials
4. Author
5. Title
6. Publisher
7. Date of publication
8. Edition (if not the first)
9. Number of volumes (if more than 1)
10. Number of copies (if more than 1)

Each request is search in ALEPH before going to OCLC for downloading records to be ordered.

Search ALEPH

The ALEPH database can be searched by author, title, subject, NOTIS number, OCLC number, ISSN, ISBN, LCCN, DDC and LC call numbers.

Search OCLC

After searching the local ALEPH database, OCLC is searched. Search strategies include: author 4,3,1; author/title 4,4; title 3,2,2,1; ISBN and LC card number. Record the OCLC number in the upper left corner of the order request slip. If there are multiple records, the Acquisitions staff will prefer the DLC record over UKM records. If a request record is not found in OCLC, then the Acquisitions staff will create a provisional record.

REGULAR ORDERING

1. The Ordering Team receives orders from Pre-Order Team, batched by Location and fund code
2. The Order Team assign the purchase order number
3. Call record up by OCLC number indicated on order request slip or if no OCLC number create a provisional record
4. Order for location indicated on order request slip
5. Key in required fields on Order Form (three parts Order Information, Vendor, Quantity and Price)
6. Write the ALEPH System/Order Number on the order request slip
7. Sent the orders to the Director of Libraries for approval of assigned purchase order number
8. Sent orders to vendor
RECEIVING ORDERS

1. The receiving Team receives the items from the vendor
2. The boxes are opened and packing list or invoice are verified
3. The invoices are forward to Head of Acquisitions for process
4. The Acquisitions staff write the ALEPH System number on packing list or on a copy of the invoice
5. Check the record to verify author and title
6. Ready to receive item on hand
7. Pull up the record in ALEPH Acquisitions
8. Check to see if the vendor and ISBN number match
9. Receive item and Print Arrive Slip
10. Once the book or item is stamped and the printed slip is placed in the book or on the item. The item is ready to be forward to the Cataloging Department.

APPROVAL BOOKS

1. The Acquisitions staff open the boxes and check the packing list
2. The books are place on a book truck and forward to staff to prepare downloading
3. The staff pull the slip out of books and log on to OCLC to download the records
4. The staff log on to ALEPH Acquisition to create an order to the record
5. The staff receive book and print slip
6. The staff place slip in book and put book on cataloging shelves
7. The staff pay invoice in system and forward to Fiscal Unit

BINDERY

We currently work with the HFGroup Bindery Company. The Bindery is picked up once a month. The bindery is returned on the next month pick up schedule.

1. The Department or branch libraries prepare their boxes for bindery and forward to the Acquisitions Department
2. The bindery is picked up from the Acquisitions Department
3. The bindery is returned to the Acquisitions Department
4. The Acquisitions staff open the boxes and stamp the materials
5. The material are separated by department or branches and repacked
6. The material are sent back to each department or branch
7. The invoice is process by the Head of Acquisitions
8. The invoice is forward to the Fiscal Unit
PAYING INVOICES

1. The Department receive the invoices with item or in mail
2. The invoices are forward to Head of Acquisitions
3. The invoices are paid within 30 days after receipts
4. The invoices are forward to the Director for signature
5. The invoices are forward to Fiscal Unit for People Soft Payment

SERIAL CHECK-IN

1. The mail bags deliver to Acquisitions Department from the University Post Office
2. The mail bags are open and separate by newspapers, daily and serials
3. All materials checked in should be stamped not only with the location stamp but also the date stamp which shows activity date and library ownership
4. The materials are placed on the department shelves
5. Some materials are delivered to the department within Coleman Library
6. Branch Libraries are responsible for picking up their materials from the Acquisitions Department
7. All FAO and Extension/Experiment Station Materials go directly to Documents
8. All Federal Government documents (published by Government Agencies via the Supt. of Documents Printing Office) are to be sent directly to Documents. These items are checked in by the Documents staff
9. Serials on Microfilm should be checked in as any other Serial and forward to the Cataloging Department

SERIAL STANDING ORDERS

There are two types of serial standing orders. The Baker &Taylor Standing Orders and Direct Standing Orders which are delivered to the Acquisitions Department

1. The standing orders are delivered to the Acquisitions Department
2. The staff open the boxes and check packing list to verify materials
3. The materials are written up and stamped
4. The materials are placed on the cataloging shelves designated for standing orders
5. The invoice is process by the Head of Acquisitions
6. The invoice is forward to the Fiscal Unit

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