

## LIBRARY PURCHASING

Library operations are decisions generally made by the library staff in regards to the purchase of materials. All library books shall be ordered by the librarian and charged to the library budget. The only exceptions would be course outlines, workbooks, paper-backs, etc., which would be charged directly to the instructional budget and not ordered through the library.

### BOOKS

Book purchases will be divided into three (3) groups; Blanket Purchase Orders; prepaid book orders; all other book orders. Procedures and limitations for each group are as follows:

#### A. Blanket Purchase Orders for Books

1. Blanket Purchase Orders shall be issued only to vendors from whom each library expects to order books in the amount of \$1,000 or more during the fiscal year.
2. In April of each year, the librarian of each college shall prepare one Purchase Requisition for each vendor with whom he/she intends to place a continuing book order for the following fiscal year. These requisitions shall be entered into the Enterprise Resource Planning system (ERP) by May 1.
3. The P purchase Requisition shall list the vendor and the estimated total amount to be purchased from that vendor during the school year. List estimated average discount to be received, if known.
4. The librarian may order books after July 1 each year from the vendors to whom the Blanket Purchase Orders have been issued.
5. For each book to be purchased (except prepaid) an electronic book order shall be prepared. The electronic book order shall show the Purchase Order number or the Blanket Purchase Order number.
6. One copy of each electronic book order shall be maintained by the technical services librarian in a permanent file according to vendor and Purchase Order number. Each file shall be kept until the second July 1 following the fiscal year in which the books were ordered. The files may then be destroyed. The files are necessary to provide auditable records and to answer any questions that may be raised by the Governing Board.
7. The invoices, in duplicate for sub-orders, shall be sent by the vendor to the librarian issuing the sub-order. He/she shall verify the quantity and prices are correct, sign and date the invoices, and forward them to the District Accounting Department for processing.
8. At any time during the year, the librarian may write new Blanket Purchase Orders within the total of the budget. If the total of Blanket Purchase Order to a specific vendor will not be expended, the librarian may submit a change order request in writing to the Purchasing Department to cancel part of the order or request that the balance of the order be canceled.

**B. Pre-paid Book Orders**

1. If an order requires prepayment, all titles should be listed on the Purchase Requisition. Do not submit book order slips.
2. A purchase order shall be prepared and sent together with a warrant to the vendor.

**C. Vouchers for Books (see Business Procedure 11.15)**

1. This covers purchases from vendors where the dollar volume to be purchased does not warrant the issuing of a Blanket Purchase Order.
2. If a Blanket Purchase Order is not to be issued, the librarian may order books using library book sub-orders. Each library book sub-order shall not exceed \$1,000.
3. The librarian shall prepare book order slips and library book sub-orders as outlined in A5 and 6.
4. When invoice(s) are received they should be retained until all items on the sub-order have been received or canceled.
5. A voucher shall then be prepared in the Enterprise Resource Planning (ERP) system and submitted to the District Accounting Department in total amount of the books received on the sub-order. A signed invoice shall be attached to the voucher.

**D. General Procedures**

1. Requisitions for new library books for each college shall not exceed the budget amount.
2. Processing of receiving information and receiving will be as follows.
  - a. Purchase Orders for books shall include instructions to the effect that invoices in duplicate shall be sent directly to the library and that a packing slip will be included with all shipments.
  - b. Upon receipt of the books from vendor, the corresponding invoices will be verified as to quantity and price. The duplicate invoice shall be signed and dated by the librarian and sent to the District Accounting Department.
  - c. The librarian will be responsible for all correspondence concerning library book orders including incorrect prices, incorrect titles, non-delivery, out-of print books, and cancellations of overdue orders.
  - d. It shall be the responsibility of the librarian to complete the delivery on as many Purchase Orders as possible prior to June 15 of each year.
3. All library books are to be charged to instruction except in a case of a major expansion of the library.

4. All books ordered for any area will be charged to the library book budget unless instructions to the contrary are indicated in the description column of the requisition. The books shall be processed and catalogued by the librarian. These instructions should include the instructor's name and the area to which the order should be charged.

#### **MAGAZINE SUBSCRIPTIONS**

- A. Agency subscriptions, new or renewals, are to be completed in the same manner as vouchers.
- B. Payment will be made to the vendor when the invoice is received and it shall be the responsibility of the librarian to secure either delivery or refund for all items.
- C. Subscriptions requisitions exceeding \$1,000.00 shall be prepared by requisition. Payment shall be made after receipt unless the publisher requires pre-pay, which should be indicated on the requisition by the librarian.
- D. If it is necessary to order back issues of magazines, these should be purchased either through a dealer if the quantity is sufficient to justify an order, or by cash if it is necessary to order single issues directly from the publisher. The Student Bookstores are not to be used for the purchase of magazines from publishers.

An order to a dealer should be processed by listing the issues required on a requisition for submission as outlined in item B in the section on buying books. If it is necessary to purchase using cash, the librarian should purchase the necessary issues and request reimbursement from the college Petty Cash Fund. An invoice listing the magazines and issues purchased should be submitted to support this reimbursement.