



POLICY ON LIBRARY PURCHASE

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Introduction

This Policy sets forth the requirements that govern purchases of goods and services for the development of Junior and Senior Library of Our Own English High School, Sharjah(Girls) . The intent of this Policy is

- To maximize the use of the Library's budget by employing prudent, time efficient and professional acquisition of library books and teaching aids.
- To achieve the best possible value (lowest quotation) in meeting the Library's needs for purchase of goods and services
- To provide sound safeguards, yet allow appropriate decision-making flexibility for the Library's purchasing staff to function effectively in the school interest.
- It is the Library's goal to extend honest, courteous and impartial treatment to all vendors.

Nature of Policy

This Policy controls the procurement of library goods and services with Library budget allotted for a given academic year.

Buying Printed Books:

Text Book Approval Policy:

Different publishers send their catalogues and sample books to the school and it is distributed to the concerned departments. Book selection/ recommendation is done by the department head and the teachers after reviewing the books thoroughly.

Library books: Librarians along with the teachers across the departments jointly visit various book shops and quotations for the selected books will be taken from the vendors. If the amount is more than AED 5000/- then we take 3 quotes for the same from 3 different vendors and the lowest quotation is selected and purchased.

Direct Recommendations: Teachers may select a book when they visit a bookshop or might get information about books from journals and reviews from internet. In such cases they can send recommendations through their supervisors to the librarians. The librarians will check the availability; number of copies required and takes quotation.

Book selection through Book Fairs: During books fairs and exhibitions the librarians will avail a cash advance from the Accounts Section. The librarians along with teachers nominated from various departments will visit the book fair, select and purchase books.

Buying Electronic Books:

After the perusal of various digital reading programs available, we invite the representatives for a demo. A trail run of the shortlisted programmes is done for at least a month to check the feasibility of the resources and then the selection is done.

Magazine /Journal subscription:

Magazines and Journals can help encourage pupils to learn about educational subjects through less formal means. A list of annual subscription of journals and magazines will be made based on the local availability subscription rates and budget available. The supervisors and teachers do the selection of magazines.

Teaching Aids

A separate budget shall be maintained for acquiring Teaching Aids. Teaching Aids will be purchased as per the requirement of various departments with recommendation from the concerned supervisor.

Acquiring Library Materials:

Purchases will be done throughout the academic year beginning from the month of April till January end. Special budget will be set aside for purchases made during local/international book fairs which falls during the month of November –December each year.