

The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR INFORMATION RESOURCES BUDGETING CUEA/DVC ACD/LB/03	UNIVERSITY LIBRARIAN
	NO. OF APPENDICES:
	(NONE)

AUTHORIZATION

This Standard Operating Procedure is issued under the authority of:

TITLE	DVC ACADEMIC
SIGNATURE	
DATE	23 March 2011
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NOTE:

1. Write amendments on the page provided (Clause 0.2)
2. Controlled copies of this document will be in the DVC Academic and University Librarian Office

0. CONTENTS AND RECORD OF CHANGES

0.1 Table of Contents

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0.2 RECORD OF CHANGES

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0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users.

2.0 PURPOSE:

To ensure efficient allocation of departmental library budget to all academic departments

3.0 SCOPE:


This procedure applies to all academic departmental information resources budgets

3.0 TERMS AND DEFINITIONS

The terms contained in the CUEA quality Manual shall apply in addition to the following:

3.1 Acquisition: The process through which information resources are acquired through purchase, exchange or donation.

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3.2 LBDC- Library Book Development Committee

4.0 REFERENCES:

- 4.1. **ISO 9000:2005**, Quality Management systems –Fundamentals and vocabulary
- 4.2. **ISO 9001:2008**, Quality Management systems –Requirements
- 4.3. Library work instruction manual
- 4.4. Library Policy Document
- 4.5. CUEA Quality Management Manual


5.0 PRINCIPLE RESPONSIBILITY:

The University Librarian shall ensure efficient implementation of this procedure.

6.0 METHOD

- 6.1 The Acquisitions Librarian shall announce the dates for submission of list of information resources to be ordered by all the HoDs by end of February.
- 6.2 The HODs in collaboration with lecturers in that department and the campuses shall select required information resources to be purchased by the department and forward the list of orders to the Acquisition Librarian by end of March
- 6.3 The Acquisition Librarian shall verify the list against the approved format (appendix A)
 - 6.3.1 If the list of information resources is in the approved format, the Acquisitions Librarian shall forward it to prequalified suppliers using the most appropriate means and request for quotations within 3 weeks.
 - 6.3.2. If the list has anomalies and it is not as per the format, the acquisitions librarian shall return the list to the HOD concerned for rectification of anomalies. The lists should be resubmitted within 2 weeks.
- 6.4 Acquisitions Librarian shall receive quotations from the suppliers, and shall verify whether each supplier quoted the actual items that were requested by the HODs within two weeks.
 - 6.4.1 If the quotations reflect the requirements of the Department, the Acquisitions librarian shall use them to create the Departmental Library budgets for information resources within two weeks.

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6.4.2 If the quotations do not reflect the requirements of the departments, the acquisitions librarian shall communicate the same to the supplier and the department concerned for action within two weeks.

6.5 The University Librarian shall integrate the Departmental Library budgets for information resources with the rest of the library budget and forward to the budgeting office for approval by the University Council in June.

6.6 The University Librarian shall receive the approved budget and shall forward it to the acquisitions Librarian for any adjustments and thereafter, provide feedback within week.

6.7 The University Librarian shall convene a Library Collection Development Committee meeting to review and approve the budget allocation and set a date for the Library Committee to review and approve the budget allocation.

6.8 The Library Committee shall meet, review and approve the budget.

6.8.1 If the budget is approved, the University Librarian shall communicate the allocation to the respective departments and the acquisitions Librarian who shall initiate the process of ordering library information resources within five working days from the date of approval.

6.8.2 If the budget is not approved by the Library Committee, the budget shall be returned with recommendations to the library collection development committee for re-adjustment within two weeks.

7.0 APPENDICES

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