





The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR ORDERING AND RECEIVING INFORMATION RESOURCES CUEA/DVC ACD/LIB/07	UNIVERSITY LIBRARIAN
	NO. OF APPENDICES:
	ONE (1) A

AUTHORIZATION


This Standard Operating Procedure is issued under the authority of:

TITLE	DVC ACADEMIC
SIGNATURE	
DATE	29th April 2015
ISSUE DATE	29th April 2015
STAMP CONTROLLED / UNCONTROLLED	

NOTE:

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

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0.2 Record of Changes

No.	Date	Details of Changes		Authorization
	(dd-mm-yy)	Page	Clause/subclause	Title
1.	4 -03-2015	1 - 4	Review of Procedure – Merge with CUEA/ACD LIB/08	University Librarian
2.				
3.				
4.				
5.				

0.3 Distribution / Circulation

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

1.0 PURPOSE

To ensure efficient procurement of appropriate academic information resources by the university library


2.0 SCOPE

This procedure applies to all information resources purchased for academic purposes by the university

3.0 REFERENCES

- 3.1. ISO 9000:2005, Quality Management systems –Fundamentals and vocabulary
- 3.2 ISO 9001:2008, Quality Management systems –Requirements
- 3.3 Library work instruction manual

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- 3.4 Library Policy Document
- 3.5 CUEA Quality Management Manual

4.0 TERMS AND DEFINITIONS

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

- 4.1 The process through which information resources are acquired through purchase, exchange or donation

5.0 PRINCIPLE RESPONSIBILITY

The University Librarian shall ensure effective implementation of this procedure.

6.0 METHOD

- 6.1 Based on the quotations obtained from the book suppliers during the budgeting process, the Acquisitions Librarian shall do Supplier Analysis (see Appendix A), prepare a requisition for purchase of Departmental Book request and forward it to the Budget Officer.

- 6.1.1 If the book requisition is within the budget, the Budget Officer shall approve it and forward it back to the Acquisitions Librarian.

- 6.1.2 If the book requisition is not within the budget, the Budget Officer shall advice the Acquisitions Librarian for endorsement accordingly.


- 6.2 The Acquisitions Librarian shall prepare Book Order Requests within one month and submit it to the University Librarian for endorsement.

- 6.3 The University librarian shall submit the Book Order Requests to the Procurement Office.

- 6.4 The Procurement Committee shall evaluate the Book Order Requests.

- 6.4.1 If the Book Order Requests are satisfactory, the Procurement Committee shall approve and within 2 weeks the Procurement Office shall create and dispatch LPOs to each identified supplier.

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6.4.2. If the Book Order Requests are not satisfactory, the Procurement Committee shall advise the University Librarian accordingly.

6.5 Upon delivery of book orders from the suppliers, the Acquisitions Librarian shall ascertain if items delivered are in acceptable condition and if the delivery documents (invoices, delivery notes and the LPO) are accurate.

6.5.1 If the delivered books and documents are satisfactory, the Acquisitions Librarian shall accept the delivery and invite the Assets Officer to inspect the delivery.

6.5.2 If the delivery documentation are not satisfactory, the Acquisitions Librarian shall advise the supplier accordingly.

6.6 The Assets Officer shall verify that the items delivered are in acceptable condition and the delivery documentation (invoices, delivery notes and the LPO) are accurate.

6.6.1 If the delivery documentation is satisfactory, the Assets Officer shall confirm the delivery by stamping the delivery notes.

6.6.2 If the delivery documentation is not satisfactory, the Assets Officer shall advise the Acquisition Librarian accordingly.

6.7 The Acquisition Librarian shall hand over the original delivery notes and the invoices to the Assets Officer for processing of payments.

7.0 APPENDICES

7.1 Appendix A: Supplier Analysis Form

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THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

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Appendix A: Book Supplier Analysis

Faculty:
Department:.....
Academic Year:.....
Campus:
HOD:.....
Date:.....

ID	UNIT CODE & NO OF STUDENTS	ISBN	TITLE AND SUB-TITLE IF ANY	AUTHOR/EDITOR	PUBLISHER	PLACE OF PUBLICATION	DATE OF PUBLICATION	SUPPLIER A		SUPPLIER B	
								GBP	KSH	USD	KSH

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