




TITLE	AUTHOR
PROCEDURE FOR RECEIVING INFORMATION RESOURCES FROM SUPPLIERS CUEA/DVC ACD/LIB/08	UNIVERSITY LIBRARIAN
	NO. OF APPENDICES:
	NONE
AUTHORIZATION This Quality Management Procedure is issued under the authority of:	
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NOTE: <ol style="list-style-type: none"> Write amendments on the page provided (Clause 0.2) Controlled copies of this document will be in the University Librarian and the DVC Academic 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.

1. Purpose:

To ensure efficient delivery of information resources by suppliers


2. cope:

This procedure applies to all information resources ordered by the university library

3. 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
- 3.4 Library Policy Document
- 3.5 CUEA Quality management Manual

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4. Terms and Definitions

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

4.1 **Acquisition:** The process through which information resources are acquired through purchase, exchange or donation

5. Principal Responsibility:

The University Librarian shall ensure efficient implementation of this procedure.

6. Method

- 6.1. The Acquisition Librarian shall verify that items delivered are in acceptable condition and the delivery documentation (invoices, delivery notes and the LPO) is accurate
 - 6.1.1. If the delivery documentation is satisfactory, the Acquisitions Librarian shall accept the delivery and invite the Assets Officer to inspect the delivery.
 - 6.1.2. If the delivery documentation is not satisfactory, the acquisitions librarian shall advise the supplier to rectify the problem.
- 6.2. The Assets Officer shall verify that the items delivered are in acceptable condition and the delivery documentation (invoices, delivery notes and the LPO) is accurate
 - 6.2.1. If the delivery documentation is satisfactory, the Assets Officer shall confirm the delivery by stamping the delivery notes
 - 6.2.2. If the delivery documentation is not satisfactory, the Assets Officer shall advise the Acquisition Librarian to rectify the problem.
- 6.3. The Acquisition Librarian shall forward the original delivery note and the invoice to the Finance Department for payment.

7.0 Appendices

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