

# Library Resource Purchase Policy and Procedure

## 1. Purpose

The purpose of this policy and procedure (Policy) is to establish a consistent standard and process for the procurement of library resources with an appropriate quality and quantity.

## 2. Scope

This Policy applies to all staff, academic and non-academic that request the purchase of library resources.

## 3. Roles and Responsibilities

**Head of School:** The Heads of Schools are responsible for ensuring the relevance and quality of the library resource purchase and have a duty of care to consider the budget allocate to the school when approving the request for the library resource purchase.

**Supervisors:** The supervisors of a department are responsible for ensuring the relevance and quality of the library resource purchase and have a duty of care to consider the budget allocate to the school when approving the request for the library resource purchase.

**CEO or Dean:** The CEO or Dean are required to approve all new library resource purchases that exceed \$3000. Any purchase requests, approvals or changes to the budget cannot exceed the budget cap set by the college.

**Financial department:** The Financial Department is responsible for the payment approval related to the purchase of library resources.

**Librarian:** The librarian will be responsible for the final overview of the application and purchase of library resources to ensure relevance and quality of library resource.

## 4. Definitions

**Library resource:** Means all college library resources including, but not limited to, books, journals, articles and any other material available on the platforms the library has in place.

**Academic Staff:** A staff member that is involved in the delivery of the courses of the college, including but not limited to- the Head of Schools, Trainers, Lecturers, Tutors and Course/Subject Coordinators.

**Financial Department:** Is the financial department that administers the finances of Brighton Pacific through Australia Institute of Business and Technology (AIBT) and Australia Institute of Business and Technology International Pty Ltd

**Non-Academic Staff:** Is all other staff of the college that do not engaging in direct or indirect teaching of students.

**Students:** Students of the colleges that have use of and access to the library.

**Librarian:** The person/s responsible for the library system and management and the distribution of the library resources.

Scholarship: Scholarship refers to high level learning of a discipline.

Personal Development: (TBA)

## **5. Related Legislation and Documents**

“Book Purchase Request Form” and “Non-Book Purchase Request Form”. These forms can be provided by the library, or available online from: TBA.

Library manual. (TBA)

## **6. Policy Statement**

### **6.1 General Principles**

The acquisition of quality and quantity of library resources must be in the pursuit of facilitate student learning, or the improvement and/or creation of college activities.

Any purchase of resources outside of the library systems will be the responsibility of those that purchase the resource. If the outside learning resources are given to the library, the library will take responsibility at the time the learning resources are given. Any damage prior to the resources given to the library is not the responsibility of the library.

### **6.2 Students**

Students may place an order for the purchase of a library resource relevant to discipline they are studying by following the procedure in Section 7.

### **6.3 Academic Staff**

Academic staff may place an order for the purchase of a library resource relevant to the personal development and scholarship discipline by following the procedure in Section 7.

### **6.4 Non-Academic Staff**

Non-Academic staff may place an order for the purchase of a library resource relevant to the project or personal development by following the procedure(s) in Section 7.

### **6.5 Financial**

The library does not control the budget for each department or school of a college. The budget and funding will be decided by the college. However, the library will provide advice to the Financial Department and other relevant parties upon requests.

The maximum budget for each school of the college is \$10 000 and may be increased by written request by the Head of School to the Dean or CEO of the college.

### **6.6 Request Approval**

A purchase request must be approved of by the Head of School to ensure the quality and quantity are relevant.

Any purchase order over \$3000 must gain approval from CEO or Dean of the appropriate college.

Th Librarian will be responsible for final approval of the purchase of library resources to ensure no inconsistencies between the application and the actual purchase.

All parties who are required to approve the purchase of the library resource may request additional information from the requestor for the purchase request prior to approving the purchase.

### **6.7 Request Refusal**

Any request for approval of a library purchase can be refused at any time in the process based on a reasonable circumstance or reason.

Reasonable circumstances or reasons can include, but are not limited to, budget restrictions, reasonability of the quality and quantity of the library resources, incorrect information or limitation of the library to acquire the resources.

All refusals and reasons for the refusal should be communicated in writing by those refusing the request for the purchase. The library will notify the person who submitted the request with the reasons for the refusal.

A request for new library resources can be denied by anyone who is responsible for the application approval.

All grievance with the decision must follow the relevant complaint and grievance policy and procedures of the associated college.

All refusals of requests must be kept with the written reason for the refusal in accordance with the colleges documentation retention policy and procedures.

### **6.8 Purchase**

The Finance Department will approve the funds to be used for the purchase of library resources.

The Librarian will be responsible for the purchase of the library resources through the platforms the library has implemented.

The purchase and order of the library resources should only be completed if the approval documentation has been completed.

### **6.9 Invoices and documentation**

Documentation including the application to purchase library resources and the associated purchase invoices should be forwarded to the Financial Department. The Financial Department will keep a record of all invoices and payments of library resources for audit purposes.

### **6.10 Timeframe**

The standard processing time of the request is typically 5 to 7 working days.

The urgency of the request can be selected from the drop-down menu on “Book purchase request form” and “Non-book purchase request form”.

If the purchase request is urgent, it will be processed with priority, the processed time can be shortened to 1-3 business days with clear justification provided and approval from the requestor’s supervisor.

The processing time of the request may be delayed by unforeseen circumstances. These circumstances may include, but are not limited to, the availability and communication for the approval process. If the processing of the request is delayed, communication in writing from

the library should be sent to the person who submitted the request and a copy will be attached with the request documentation.

### **6.11 Resubmission**

A rejected purchase request can be resubmitted to by replying to the rejection email from the initial purchase request with additional justification.

A review of the purchases made at the college can be conducted at any time.

### **6.12 Ownership and use of library resources**

The ownership and copyright of the library resources will adhere to the platforms that the resources were purchased from.

The purchased library resources should only be used by those with permission to use the library. These include, librarians, college staff and college students.

## **7. Procedure**

### **7.1 College Staff and Student Library Purchase Request for a Book**

1. Access the ProQuest eBook Central Preview site (<https://public.ebookcentral.proquest.com/choice/Login.aspx?r=needlogin>) and create an account with your college email. (Account will take 1-2 working days to process).
2. Find and collect information resources that are to be included in the purchase request into a cart.
3. Create a copy of the list/cart with the resources, price and quantity clearly shown.
4. Complete the request form (Website: TBA) and submit the “Book Purchase Request Form” with the copy of the ProQuest eBook Central Preview cart to the library.
5. The library will oversee the application and send the “Library Resource Purchase Request Form” to gain approval, following the chart provided in the Section 9, from;
  - a. the relevant Head of School or supervisor; and
  - b. the Financial Department.
6. The Librarian will oversee the application and give the final approval and place the purchase order with the platform and system set up in the library.
7. The requestor will be notified of the purchase and the “Book Purchase Request Form”, attachments and the invoice will be sent to the Financial Department.

Refer to the Library manual in Appendix 9. (TBA)

### **7.2 College Staff and Student Library Purchase Request for a Non-Book Library Resource.**

1. Find and collect information about the resources that are to be included in the purchase request as a list.
2. Create a copy of the list with the resources, price and quantity clearly shown.
3. Complete the request form (Website: TBA) and submit the “Non-Book Purchase Request Form” with the copy of the relevant documents from step 2.
4. The library will oversee the application and send the “Non-Book Purchase Request Form” to gain approval, following the chart provided in the Section 9, from;
  - a. the relevant Head of School or supervisor; and
  - b. the Financial Department.
5. The Librarian will oversee the application and give the final approval and place the purchase order with the platform and system set up in the library.

6. The requestor will be notified of the purchase and the “Non-Book Purchase Request Form”, attachments and the invoice will be sent to the financial department.

Refer to the Library manual in Appendix 9. (TBA)

## **8. Subject**

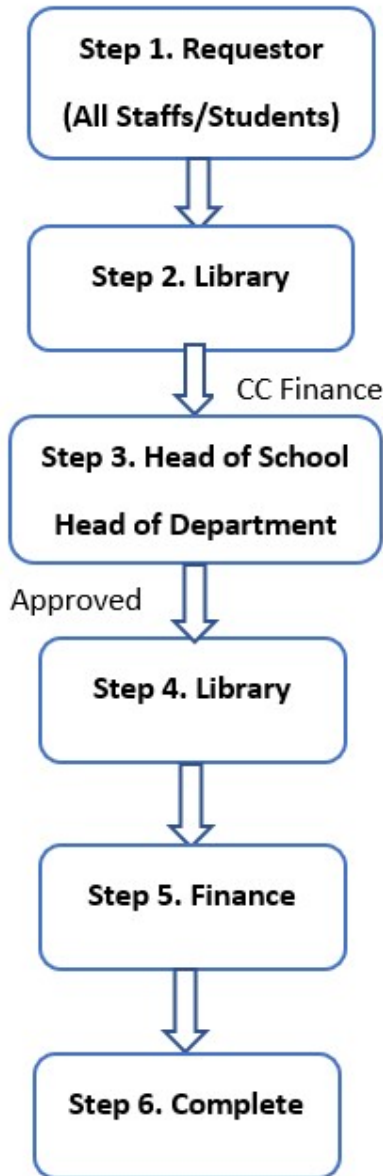
N.A.

## **9. Appendix**

### **Library Manual**

TBA

## Library resource purchase procedure (within the threshold/cap)



### Step 1.

- Requestor Access the ProQuest eBook Central Preview site (<https://public.ebookcentral.proquest.com/choice/Login.aspx?r=needlogin>) and create an account with your college email. (Account will take 1-2 working days to process).
- Find and collect the resources that are to be included in the purchase request into a cart.
- Create a copy of the cart with the resources, price and quantity clearly shown.
- Complete the request form (Website: TBA) and submit the "Book Purchase Request Form" with the copy of the ProQuest eBook Central Preview cart to the library.

### Step 2.

- The library will overview the application.
- Check whether the resources exist in the library or not.
- Check the requestor is Academic Staff/Non-Academic Staff/Student
- Send the Purchase Request Form to gain approval from the relevant Head of School or supervisor

### Step 3.

- Head of School/Head of Department check and approve the purchase request
- At the same time Head of School/Head of Department also need to check their own cap and threshold

### Step 4.

- Once Head of School/ Head of Department approves, library forward the approval to Finance department

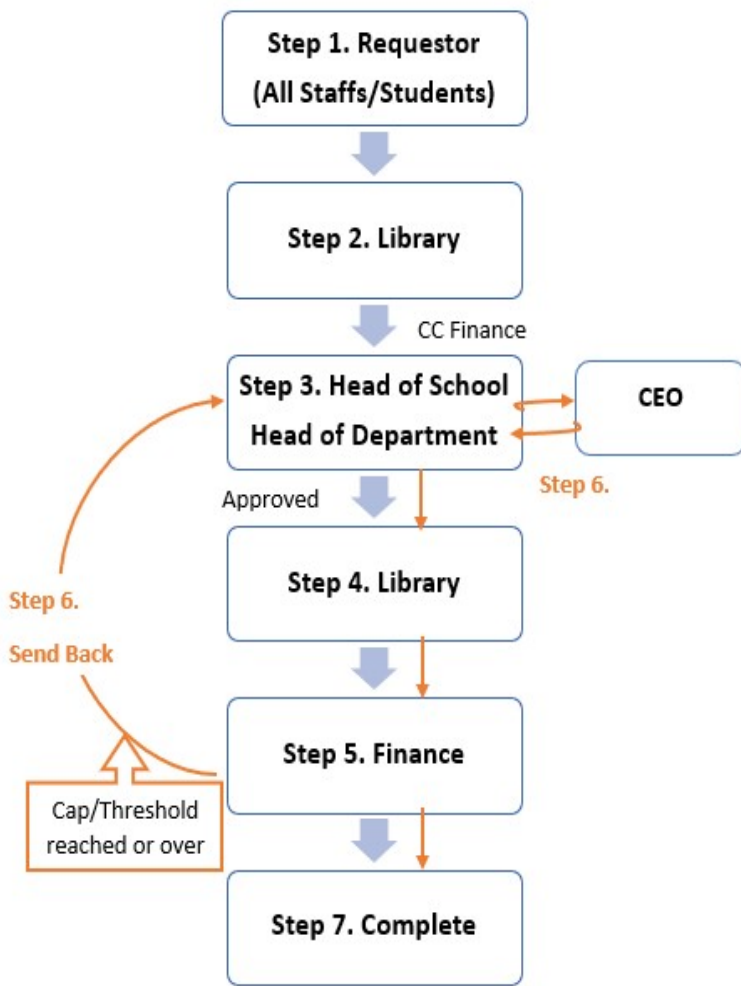
### Step 5.

- Finance check the cap and the threshold
- Finance process the payment

### Step 6. Completed

- The library will place the purchase order with the platform and system set up in the library.
- The applicant will be notified for the completion of purchase

## Library resource purchase procedure (over the threshold/cap)



**\*\*If the request is over the threshold or over the total cap for that department, finance will send back the request to Head of School/ Head of Department. \*\***

### Step 6.

- Head of School/Head of Department needs to give clear justification to CEO and seek approval from CEO
- The CEO approves or rejects the adjustment for the cap (not over the annual cap) or raise the threshold
- The CEO then sends the approval/rejection back to Head of School/ Head of Department
- Head of School/Head of Department then informs the library about the decision

### Step 7. Complete

- The library records the new cap/threshold and informs the finance department
- The library will place the purchase order.
- The applicant will be notified for the completion of purchase