



## Spending your Library Collection Development budget allocation - how the Library's Acquisitions Section works

Ross Hayworth, June 2019

UG GEN010 [<https://www.abdn.ac.uk/library/documents/guides/uggen010.pdf>]

New material for the Library is dealt with by the Library and Special Collections' **Monograph Acquisitions** and **Serials and E-Resources Sections**. Acquisition can be by purchase, gift or deposit and may involve monographs, textbooks, conference reports and proceedings, hard copy newspapers and journals, e-books, e-journals, compact disks, CD-ROM, DVD and multimedia productions.

### What can I order?

You can recommend for purchase ANY material, in whatever format, relevant to your research and teaching, and whether or not it is directly related to the subject area covered by your School or Department.

**The direct library costs of externally-funded 'contract' research should however be included in each research grant application. If you are aware that your research will involve the use of books, periodicals, etc. not already in stock, please let us know to allow an estimate of cost to be prepared and items ordered. The Library will require funding to cover any additional costs.**

- Care should be taken when ordering reproductions from scanned originals (if these can be identified at the time). These can be imperfect.
- Don't forget undergraduate needs in terms of the Heavy Demand Collection, 3-Day Loan, and the purchase of multiple copies of core texts. See the Library and Special Collections' [Collection Management Policy](#).
- The default loan period for new books is 4 weeks. Let us know when ordering if a different loan period is required. Available loan periods are listed [here](#).
- Electronic versions are available of many monographs. These may be slightly more expensive but have the benefit of allowing off-campus and 24 hour access. You may wish to consider asking about this when ordering.
- Remember too that items for which you may have only limited use can be obtained using the [Inter Library Loan Service](#).

### Recommended dates

Last ordering and cancelling in current financial year:

Ordering books	by 31st May
Ordering journals	by 1st May
Cancelling journals (not shared)	by 1st Sept
Cancelling journals (shared)	by 1st August

Any book orders not received and invoiced before 31<sup>st</sup> July will become a commitment on the following year's budget allocation.

### How do I place a monograph order?

Each School/Department within your College appoints a **Library Representative** to liaise with the Library. A [web-based monograph order form](#) is available online. This should first be forwarded to your Library Representative for authorisation by selecting the appropriate school or department from the drop down menu on the form. If approved, the Library Representative will forward the order to Monograph Acquisitions.

Acquisitions can also accept clearly annotated publishers' catalogues, or clearly organised lists, again with authorisation from your Library Representative.

When the order arrives you will be sent an e-mail notifying you that the item has arrived in the Library. If you wish to consult a monograph immediately on its receipt, you should complete the relevant section of the Order Request with your User Registration Number or note this information against the particular title on any list or publisher's catalogue, or check the reserve box on the web-based order form.

**Please see overleaf for details on how to order.**

---

## Completing the order web-form or list

Please complete the order details clearly. You should include as much information as possible as this speeds the ordering process. Any publisher's catalogue or leaflet accompanying the order will also help - we will return it to you if you ask us to.

- **ISBN** enables our suppliers to locate items quickly.
- **Series** enables us to avoid duplication if we already subscribe to the series on standing order.
- **Edition, Date, Place of Publication** and **Publisher** speed up bibliographic checking for availability.
- **Paperbacks** are normally purchased where there is a choice between paperback and hardback, so please indicate if hardback is required in preference to paperback.
- **Price** enables your School / Department to maintain an overall view of its own expenditure and is a useful check for us on your intentions.
- If you require extra copies of a title, please mark the order request or list **Extra Copies** – indicating the total number required for the Library. This will avoid your Information Consultant querying it and again speed ordering. Note that Primo can be checked online at <http://primo.abdn.ac.uk>.
- Please clearly mark if the order is **urgent**, e.g. for Heavy Demand, 3-Day Loan or a new course.
- Please also give the source of information - especially if details are limited.

It is useful for the Library Representative to keep a record of orders and expenditure to maintain an overview of expenditure, as there can be slight delays in placing orders.

## What do I do if it is a sale or second-hand catalogue?

Once purchase is agreed with your Library Representative, bring the catalogue immediately to the attention of the Monograph Acquisitions Section, in person if possible, or address it directly to the appropriate member of staff (see under **Queries and assistance**).

If possible, telephone the supplier to reserve the item, stating that an official order will be sent by Monograph Acquisitions, The Sir Duncan Rice Library. Please inform Monograph Acquisitions that you have done this.

## Feedback on the status of orders

Our suppliers report regularly on progress in fulfilling orders. Information for items out-of-print, publication abandoned or publication not due in this financial year is passed on to your Library Representative by e-mail or as an annotated screen print of the order record. Various firms offer locating services for out-of-print items. Please let the library staff know if you wish to take advantage of these services which usually operate on a no-find, no-charge basis.

Suppliers also inform us of any large discrepancies between the price indicated in our order and the published price - such increases are discussed with the Library Representative before proceeding with the purchase.

If any order recommended has not appeared on the OPAC within a reasonable time, please contact Monograph Acquisitions.

## What about periodicals and standing orders?

You can request scholarly journals in print and/or electronic format, continuing series and large multi-volume monograph sets and have them approved through your Library Representative in the same way as straightforward textbook, monograph and other purchases. The [web-based order form](#) is mandatory in the case of periodicals.

These *periodicals and standing orders* represent a continuing commitment over many years and can present funding problems because of relatively high rates of inflation and fluctuations in exchange rates. Schools' interests also change.

There can be a tendency for periodical and standing order commitments to account for an increasing proportion of total acquisitions expenditure. Sufficient funds should remain available for monograph purchases. It is practice in some institutions to recommend that no more than 80% of a school budget is allocated to periodical expenditure.

**You should therefore regularly examine the use and value for money of particular periodical titles (received outwith the e-supply deals noted below) in consultation with your Information Consultant and make proposals for cancellation where appropriate. This will release funds for other resources.**

Note, however, that the Library is financially committed to e-journal deals from several publishers including Elsevier, Springer, Wiley-Blackwell, Taylor & Francis, Oxford University Press, Cambridge University Press, Sage and others providing access to an extensive range of titles. These deals involve limited or no scope for cancellation of titles and represent a continuing commitment. Your Information Consultant will be able to advise if a particular title falls into this category.

---

## What is the role of the Information Consultant?

Your [Information Consultant](#) can assist with ordering and collection development, forwarding any relevant announcement information from library suppliers which you may not have received directly. Note that these may be providing information on titles well in advance of the actual publication date and some titles may never be published.

He/she may also make book recommendations which will be sent to your Library Representative for authorisation after consultation within the School. Academic staff should therefore notify their Information Consultant of any developing areas of interest.

Your Information Consultant can also help in arranging special ad hoc or shared cost departmental funding for expensive purchases of broad interest (including some interdisciplinary journals). He/she can give advice on multiple-copy purchases from use statistics generated by the Library Management System's Circulation module.

## Supporting e-resource purchase

Most online services are expensive so a case, including School support, should be made for all new purchases, and trials should be organised via the Library. Funding for the majority of e-resources and e-journal collections is now top-sliced within the Library's Resource Allocation Model before allocations to Colleges are made.

## How do you arrive at my budget?

After the overall Collection Development Budget has been agreed a 'top slice' is removed to cover large e-journal packages and databases which are often multi-disciplinary. Next, money is set aside to cover each School or Departments' ongoing costs for their list of individual journals / small packages and standing orders. The remaining monies are allocated to Schools and Departments for the purchase of monographs or other one-off purchases.

## What happens at the end of the year?

The fiscal year runs from 1st August to 31st July. Titles not received in the current financial year become a charge (encumbered) against the following year's allocation. Any uncommitted funding remaining within the allocation at the end of the financial year is not transferred into the new financial year.

## Queries and assistance

Questions about acquisitions policy should be referred to your **Information Consultant**.

All Acquisitions and Serials staff are able to answer queries about monograph and periodical acquisitions, but in the first instance you should address queries either to your appropriate Information Consultant or to the staff named below.

- Queries about the status/placing of **monograph orders** (including second-hand and sale orders) should be referred to:

### **Monograph Acquisitions**

Ext. 2577

E-mail: [bookorders@abdn.ac.uk](mailto:bookorders@abdn.ac.uk)

- Questions about **periodical subscriptions** and **part receipt** should be referred to:

### **Serials Unit**

Ext. 3910

E-mail: [serials@abdn.ac.uk](mailto:serials@abdn.ac.uk)

---

## APPENDIX

Library feedback to Library Representatives:

### A. Monthly reports

#### 1. Report on Library Budget Allocation

(See example overleaf) This details:

- the **Base allocation** for the current fiscal year, and
- any **Supplementary allocation** indicating a Subject Development Award or transfer of funds between departments. Separate monthly reports are provided for Subject Development Awards

Also listed:

- the **periodical, standing order** and **e-resource** commitment

At monthly intervals the spreadsheet is updated by the **Cumulative amount spent on books** (i.e. for books already received in that fiscal year) and funds **Still committed to book purchases** (i.e. for items still on order). This leaves an **Amount still uncommitted**. This is the sum to be considered when funding further purchases/subscriptions.

#### 2. Report of closed orders

This lists orders received in the Library since the last report together with their actual cost. A final cumulative report for the whole year will be issued at the end of the financial year.

#### 3. Report of open orders

This lists orders outstanding against the particular departmental fund and represents the **Still committed to book purchases** figure noted on the monthly report.

Note that the actual price we are eventually charged for a particular item may not be that listed here because of possible discount, incorrect price information, price increases, supply of the item in a format other than that stated in the original order etc.

Note that items may have been received in the Library but only appear on the Report of Orders Received after the invoice for the item has been recorded in the library system.

Note that the monthly report does not include recently received recommendations that have not yet been ordered on the library system.

### B. Core journals report

(Issued monthly from January to July)

This lists alphabetically titles whose cost is wholly borne or shared by the department. Costs given are actual or estimated, depending on whether we have yet been invoiced for a particular title in the current period. Where the cost of a title is shared only the portion borne by the department is reported.

Note also that the periodical commitment figure listed on the **monthly report** includes an estimate for inflation. As the year progresses and more invoices are received this figure (which is generally a worst case estimate) will become increasingly accurate and may well reduce, although currency fluctuations can also have an adverse effect if a foreign currency is particularly strong against sterling.

**Reports are available electronically or can be provided in print if required**

---

**Library Special Collections and Museums**  
**Monthly Report on Library Budget Allocation 2019-20**  
**(as at September 2019)**

School: BUDGET STUDIES                      Budget Code: BST

Library Representative: A.N.Other (ext.1234)  
Information Consultant: I.C.Person (ext. 5678)

**Income**

Base Allocation for 2019/20	£7,000.00
College Deposits	0.00
Subject Development Budget 2019/20	1500.00
Total Budget 2019/20	£8500.00

Funds already committed to periodicals:   £600.00

Funds already committed to E-databases   £0.00

**Expenditure**

Committed to outstanding orders	£503.34
Total value of materials received (01 Aug 2019 to date)	£705.23
Amount still UNCOMMITTED	£7291.43

Notes:

1. Items recently recommended by you may not yet be on order.
2. Some items currently on order may not be invoiced during the present financial year (August '19 – July '20) and will therefore become a commitment against next year's allocation.
3. Because of many factors beyond our control (fluctuating prices, exchange rate movements, etc.) the PERIODICALS and COMMITTED figures can only be approximate.