



SADHANA EDUCATION SOCIETY'S
(Registered under society's act of 1860 & Bombay Public Trust Act 1950)
Linguistic (Gujarati) Minority
L. S. RAHEJA COLLEGE OF ARTS & COMMERCE
Estd : 1980
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Standard Operating Procedure (Sop)

Acquisition/procurement of Library Materials (print and non-print)

Acquisition Method

Library can acquire Library materials (print and non-print) on Approval, Direct purchase, Book Exhibition, Gifts and Resource Sharing

Budget

The librarian should prepare budget with the help of H.O.D of all the departments depending on availability of funds for the library and get it confirmed in Library Committee meeting.

Procurement Process

I. Initiation of Acquisition

- Library should collect the recommendations of Library materials (print and non-print) from library users, librarian, Faculty members and H.O.D of departments.

Recommendation for Indian Edition

- Each Library materials (print and non-print) costing \leq Rs. 2000/- can directly be recommended by the Faculty member and H.O.D of respective department for the purchase.
- Each Library material (print and non-print) costing >2000 and \leq Rs. 10000/- seek permission from the respective H.O.D. with the justification for the purchase of such Library Material (print and non-print).
- For each Library Material (print and non-print) costing more than 10000/- needs approval from the Library committee.

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Recommendation for Foreign Edition

- Each Library materials (print and non-print) costing \leq Rs. 4000/- can directly be recommended by the Faculty member and H.O.D of respective department for the purchase
- Each Library material (print and non-print) costing >4000 and \leq Rs. 10000/- seek permission from the respective H.O.D. with the justification for the purchase of such Library Material (print and non-print).
- For each Library Material costing more than 10000/- needs approval from the Library committee.

- Duplicate checking
- Prepare and Issue Purchase Orders
- Maintaining Purchase Order record

II. Accessioning:

- Receive Library Material (print and non-print) from Suppliers/Vendors.
- Cross checking with Purchase Orders and price proof verification.
- Accessioning of Library Material (print and non-print).

III. Invoice Processing:

- Making necessary entries in Invoice/Bill Register
- The verified invoice should be forwarded by the Librarian/Library In-charge to the Principal/ Finance & Accounts for payment


PRINCIPAL