अखिल भारतीय आयुर्बिज्ञान সংস্থান, কল্যাণী

अखिल भारतीय आयुर्विज्ञान संस्थान, कल्याणी

All India Institute of Medical Sciences, Kalyani

STANDARD OPERATIVE PROCEDURE
CENTRAL LIBRARY

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Introduction

All India Institute of Medical Sciences (AIIMS) Kalyani was officially approved, under the Pradhan Mantri Swasthya Suraksha Yojana (PMSSY), by Union Cabinet on October 07, 2015. The Institute was approved to be established over a span of 179.82-acre land on National Highway – 34 around 50 km from Kolkata, in the village of Basantapur, near Kalyani, District Nadia, West Bengal.

The Institute was established by the Central Government in exercise of the powers conferred by the proviso to sub-section (1) of Section 3 of the All India Institutes of Medical Sciences Act, 1956 (25 of 1956) as per Ministry of Health and Family Welfare notification dated 24th January, 2018.

AIIMS Kalyani is an Institute of National Importance set up with the aim to address imbalances at three levels – regional, specialties, and ratio of medical doctors to nurses and other healthcare professionals. It intends to develop patterns of teaching in undergraduate and postgraduate medical education in all its branches so as to demonstrate a high standard of medical education to all medical colleges and other allied institutions in India.

In phase-I, AIIMS Kalyani is proposed to be a 960 bedded hospital equipped with all modern facilities. To further enhance healthcare delivery, AIIMS Kalyani lays special emphasis on Alternate Systems of Medicine, AYUSH. In subsequent phases, AIIMS Kalyani is likely to widen the spectrum of services through the expansion of various super-specialty departments. AIIMS Kalyani started its first academic session from September 04, 2019, with a batch of 50 MBBS students. AIIMS Kalyani has a Central Library with area approximately..... is fully functional with all physical and digital services.

COLLECTION DEVELOPMENT POLICY

1.   **COLLECTION DEVELOPMENT**

The term collection development refers to the process of systematically building library collection to serve study, teaching, research, recreational, and other objectives of library. The process includes selection and de- selection of current and retrospective materials, the planning of strategies for containing acquisition, and evaluation of encompasses many library operations ranging from the selection of individual titles for purchase to the withdrawal of expandable materials. No library can have unlimited funds for acquisition of reading materials appropriate to the user's needs. Collection development is considered as one of the primary tasks for any library and information Centre. It is a dynamic and continuous activity. In order to develop a balanced, user-oriented and active collection, a well planned and thought out system has to be evolved by the library and information managers in close association with the representatives of various user constituencies. Such a system will not only help develop need based collection but also save money, time and space that would, otherwise, be wasted on developing irrelevant, outdated, and passive collections. Collection development of all forms of documents like the books, periodicals, CD-ROMs, audio-visual materials, corporate reports, rare materials, electronic databases, etc. on a well thought out, instrument in the form of an "Acquisition Policy".

2 COLLECTION DEVELOPMENT SYSTEM

The Collection Development System will consist of the following sources of Acquisition:

2.1 Purchase of Books
2.2 Complimentary Copies of Text Books
2.3 Publications received from the Government Agencies
2.4 Institutional publications

3   **TYPES OF RESOURCES**

3.1   **Ephemeral Resources**

Publication with ephemeral value and those whose revised editions are frequently published e.g, Annual or special reports of reputed Institute, Directories, Yearbooks, Swami's Handbooks; they do not

carry long-term value (unless these are acquired under special research projects or as part of course materials). The categorization and recommendation of the documents for their ephemeral value or otherwise will be decided by the Library Resource Recommendation Committee.

3.2   Theses / Dissertations of Institute

Scholars/researchers submitting their final thesis/dissertation to the University should submit one hard and one soft copy of their thesis/dissertation to the library which may be kept for institutional repository/archive.

3.3   Faculty Publications (paid)

The library may purchase two copies of faculty publications as and when the publications are brought to the notice of the library. The decision regarding purchase will be taken by the Library Resource Recommendation Committee.

3.4   Gifts

Books gifted from major institutions, faculty, staffs and publishers may be accepted depending on their utility and physical condition. Decision of utility of the books will be decided by Library Resource Recommendation Committee. The interested candidate will be asked to fill up a form of gift/donation (in annexure) which will be accepted or rejected after consideration of Library Resource Recommendation Committee. (Decision should be communicated to the candidate within 7 days of receipt of application form). *[Under no circumstance should a donor be asked to prepare lists and catalogues for the library; these discourage gifts and breed unfriendly bureaucratic habits.]*

3.41   In case of gifted collection following rules will be followed:

The Donor will be requested to send a formal request to the library for donating books to the library by filling the form.
Utility and physical condition of the gifted books will be judged by Library resource recommendation committee.
'Acknowledgement' against the receipt of the gifted books will be issued.
The library will retain unconditional ownership of the gift. Donors will not be allowed to return the gifted items at any situation.
Donor will be able to access his/her gifted material as per existing rules.
If gifted resources are not used for long time or become poor in physical condition, the same may be discarded after getting the approval from the competent authority; donor will be intimated regarding the same.

The Donor will stamp the books or signed as "complementary/ donated". Challan voucher, if available will be asked.

3.5 Rare and Special Collections

Rare Books and Special Collections at Library includes those materials which because of subject coverage, rarity, source, condition, or form, are best handled separately from the General Collection.

An archiving cell of library will be formed with approval of competent authority for implementation of acquisition of rare and special collection as well as to decide archiving from existing resources. The committee will constitute of *a Librarian (Archiver), Chairperson of library committee/ member of library committee, a member of finance section, a member of IT section*. The cell will be formed yearly. Archiving cell will also recommend preservation of particular printed resources in soft copies which can be shared with faculties and students.(The members of the committee will be nominated by Library Committee and approved by competent authority.)

3.51 Acquisition of rare and special collection will be based on the following criteria:

(i) Date of Publication.

(ii)Market Value

(iii) Editions of a Book. (Special or first edition, limited edition, signed copies)

(iv)"Non-book" materials e.g., scrolls, palm-leaf books, clay tablets, and printing equipment

(v) Copies of books bearing autographs, marginalia, or bookplates of prominent persons

3.52 General rules for rare and special collection or archiving section:

3.521 Rare books will only be issued to faculty members on request as reference book; it will not be issued for lending or photocopying.

3.522 In rare cases, the library may acquire old or used books / journals, especially to fill in gaps in multi-volume series.

3.523 The same principle would apply to acquisition of private collections of books / journals.

3.524 The library may accept manuscripts and ephemera of archival value (including publishers' archives) as gifts, but not bid for these at public auctions.

3.525 The library may acquire e-resources and machine-readable texts from other repositories / libraries / institutions by exchange and mutual arrangement agreed upon by the authorities.

3.526 The library might help other institutions to microfilm or digitize their resources if and when it is technologically or financially equipped to do so, provided it retains a full copy of the material duplicated. These requests or opportunities would be considered on a case-by-case basis.

SUBJECT AREAS

1.1	Medicine
	1.1.1 Cardiology
	1.1.2 Endocrinology& Metabolism
	1.1.3 Gastroenterology
	1.1.4 Pulmonary Medicine
1.2	Microbiology
1.3	Neurology
	1.3.1 Neuro-medicine
	1.3.2 Neurosurgery
1.4	Nursing
1.5	Obstetrics &Gynaecology
1.6	Ophthalmology
1.7	Orthopaedics
1.8	Otolaryngology (ENT)
1.9	Pathology
1.10	Paediatrics
1.11	Pharmacology
1.12	Physical Medicines and Rehabilitation
1.13	Physiology
1.14	Psychiatry
1.15	Surgery
	1.15.1 Oncology
	1.15.2 Cardiothoracic Surgery
1.16	Radio-Diagnosis
1.17	TMBB (Transfusion Medicine)
1.18	Radiotherapy

The categories of books and other reading materials (Print) shall be purchased by AIIMS Library are as follows:

Books

1. Books indented by Faculties (Medical Stream), Students (MBBS & Nursing), PHD Students & Research Scholars, Technical Staff, Administrative Staff, Permanent Residents and Medical Officers
2. Standard Medical reference books including subject encyclopedias and dictionaries, handbooks etc.;
3. Foreign publications with ISBN number.
4. Government / Institutions / Organizations publications even if without ISBN
5. Books on Library and Information Sciences;
6. General histories, outlines and reference works on scientific, technical & IT-related subjects etc.;
7. History of Medical Science and Technology;
8. Science and Society;
9. Science Culture and Civilization;
10. Replacement copies of brittle and mutilated volumes already available in the library which are in demand;
11. Filling in of gaps and lacunae in the Library collection;
12. Back volumes of important peer-reviewed research journals;
13. Books in foreign languages as far as budget permits;
14. Acquisition of microfilm, e-books and photocopies of rare and out of print books;
16. Biographies of eminent personalities of the world including books written by them

Journals

A Resource Recommendation Committee of the Institute consisting of various subject domain experts is constituted from time to time to review the list of foreign print journals and after getting the recommendation of the Committee, order is placed for subscription with the enlisted subscription agencies.

E-Resources

The following are the criteria, which needs to be considered prior to purchase of Foreign Books and other Reading Material in electronic version:

PRINT BOOKS

The following two categories will be recognized in the matter of finalisation of book list:

1. Books which the library must own: Umbral Region (Core Area) i.e., Books related to medical stream
2. Books which the library may own: Penumbral Region or Allied Areas (among the optional region the following categories will be considered:

PROCEDURE FOR SELECTION, PROCUREMENT INCLUDING PAYMENT PROCESS

The following procedure is to be followed for selection, procurement and payment for Purchase of Indian & Foreign Books and other reading materials (Print):

1 Enlistment of Vendors

AIIMS Library would from time to time enlist the vendors through national level tendering by giving advertisements in various daily leading newspapers in accordance with codal norms once in two years. Initial empanelment has been initiated BY Vendor registration Cell.

Book selection sources

Library would continue to collect the catalogues from the Enlisted Vendors through request letters to enlisted vendors and International publishers or download current catalogues from the publisher websites;

Books indented by Faculties (Medical Stream), Students (MBBS & Nursing), PHD Students & Research Scholars, Technical Staff, Administrative Staff, Permanent Residents and Medical Officers through Recommendation Form.

The Library may organize Book Exhibitions, from where books may be selected and recommended

Suggestions from users, researchers and academics;

Suggestions from suggestion boxes available at AIIMS Library;

Recommendation process of Printed Books

Implementation of appropriate recommendation system overcomes the difficulty of excessive information offered to target users and keep focus on users' interests. In terms of the library book, the implementation of an effective system can enhance efficiency and repository of useful resources.

The following rules will be followed regarding recommendation process:

Recommendation form (hard copy and soft copy) will be shared to all departments, students, staffs for selection and recommendation of books.

Electronic lists of titles, printed catalogues, book reviews in important magazines and databases will be collected, circulated and displayed at central library

Patterns of use of existing resources and need of users will be documented in library and will be shared with Library Resource Recommendation Committee.

Multiple copies of only those books which are found to be in great demand will be recommended for purchase. Otherwise, unused/ rarely used titles in multiple copies occupy valuable space. At a time maximum five copies of one title should be recommended to purchase.

The recommended print books should be categorised under either "reference" book or "circulation" books. Format of approval book list by Library resource recommendation committee is in annexure.

A scientific method for implementation of the library book recommendation system will be implemented to finalise the recommendation.

The recommendation may be taken and reviewed yearly or six monthly depending on the manpower available.

Book sellers/publishers and vendors will be allowed to visit acquisition section of library once fixed day in week to suggest new arrivals, sharing catalogues etc.

Guidelines for filling up the recommendation form for BOOKS:

- Give complete bibliographical details such as full name of author / editor, title of the book, publisher, year and edition, full name of publisher / association / sponsoring body
- Please mention if the title have been published in series or sets, details about volumes or part, series name etc.
- Please forward resources like pamphlets in cases of rare and special
- books, from which the titles are selected, if required these will be returned after verification.
- About conference proceedings, details such as conference name, sponsoring body, place, year, etc. is essential. If the proceeding is published as a part of the journal, please give the details.
- Availability in the local market, if known, may be indicated in the form.
- Books with incomplete details will not be considered.
- Please mention the publisher's catalogue price only.
- Please mention the ISBN / E-ISBN as per the category of the books.
- The faculty and students can recommend books and other
- publications for purchase to the Central Library through Library
- OPAC, Online Book Recommendation Form o r Recommendation Form
- (print) available at website of the library.
- It is expected that the list of books for the department may be routed
- through the respective HOD/ Faculty In-charge/Faculty/Scientific
- Officer/Section Head. However, considering the area of research,
- required books may be requisitioned by individual faculty for purchase
- (Faculty members are entitled to suggest 3 (Three) books directly to
- Library every time). The requisitions of students will be routed through
- Academic Section and Student affairs.

2   **Preparation of consolidated list of books for acquisition**

The Library will continue to compile consolidated list after receiving from various sources vetted by panel of experts and after due

verification for duplication would place it before the members of the Library Committee, if necessary by circulation, for consideration and final recommendation. Subsequently minutes of the Committee would be placed in the file for approval of the Director, AIIMS.

3   Approval of the Director (Administrative Approval)

The list of books finally recommended by the Library Committee will be placed for approval of the Director for Administrative Approval for file.

4.   Approval of the Financial Sanction

The Approval to be submitted for Financial Sanction

5.   Supply of Books by the Vendors

With the approval of the Competent Authority and Finance Section, the Library shall provide the said list to the Enlisted Vendors for supply the books to AIIMS Library against the Challans.

6.   Preparation of Catalogue Cards/MARC 21 Entry in ILMS and Physical Verification of Books

The Library will then prepare a Catalogue Card/Marc 21 entry in the ILMS for each title submitted by the Enlisted Vendors and also makes the physical verification of the book. Thereafter prepare the list of books and enter them into Approval Register.

7.   Accessioning of the Books and Processing of the Bills

The procured books would be accessioned after receiving bills and challans from the vendors and lastly process for payment to the vendors shall be taken up, after the following steps:

1. Each book is entered in the Accession Register.
2. Bills are diarised and the following steps to be taken up:
i. Office order/s are prepared for records
ii. Accession no. is noted against the title in the bill
iii. Conversion to Rupees from foreign currency is verified as per the Bank rates
iv. Sum total is checked
v. Submitted to the Director with a note for signature
vi. Sent to the Accounts Section for payment

8. Payment to Vendors

Payment to be made after following due process by the Accounts Section as per codal norms
Payment to be made through ECS

Terms & Condition for the Supply of Books

1 Mode of Supply

(i) The vendor must be conversant in electronic communication.

(ii) The library provides list of pre-selected books of different publishers for procurement. The list contains fields like title, year of publication, ISSN, publisher and subject. The supplier is to send the list back to the library within three working days communicating the price and availability status. If no communication is received within the stipulated date, it will be considered as "no-response" and the list will be distributed among other eligible vendors. No further request or communication in this regard will be entertained after the stipulated date.

(iii) Procurement Order (PO) would be issued to suppliers on confirmation of status of Indian/ foreign print books and ability to supply. On receipt of PO, the vendor should submit the books on Challan strictly within six weeks, failing which the order will be treated as cancelled. The subject of the books must be mentioned in the Challan.

(iv) Name of the supplying vendor, price, challan no. order no. etc. should be mentioned in pencil on the front fly leaf of each book, otherwise books will not be received.

(v) Unless otherwise stated, only single copy of latest Hardback editions (Paperback editions where HB is not available) will be accepted by the Library.

2 Physical Condition of the title(s)

(i) The Library does not accept defective, damaged, soil copy of books, reminder titles and Indian Reprints of foreign editions.

(ii) Supply of editions, other than ordered will not be entertained.

(iii) In case of any doubt regarding the supply, clarifications should be taken from AIIMS prior to the execution of the order, failing which , the decision of AIIMS shall be binding on the supplier.

3 Price

(i) The price charged in the bill shall be the published price as printed on the book and where the price is not printed, it should be according to the price proof submitted.

(ii) Increase of price by rubber stamping or pasting tables or by superimposing or paper or changing page or otherwise, shall not be allowed, Any such action will be treated as irregular and price of the title with irregularities will be disallowed

4. Discount structure

AIIMS Library will purchase foreign books as per the following discount structure:-

Sl. No.	Category (Print Books)	Percentage rate of discount on the printed price of the books/publication
1	Books published in India	>=25%
2	Bulk purchase/ Multivolume Reference Sets/ Text Books	AIIMS Library would negotiate the rate of discount, which will not be less than 25%.
3	Books published in foreign countries	15%
4	Short/No discount titles	The Vendors is expected to work on a margin of 15% on net landed cost. The invoice is to be prepared on the following terms:- Published price minus (-) discount earned (+) 15% handling charges plus (+) actual freight. Clearance, bank and postal charges. Documentary evidence must be submitted in support of the claim.

4 Submission of Invoice

(i) In response to supply Order (SO), Pre-receipted Invoices/Bills in triplicate should be submitted within 7 (seven) working days in favour of the Director, AIIMS, referring Order No, Date, Subject etc. with a Re. 1/- revenue stamp affixed on the body of the bill, if the bill amount exceeds Rs. 5000/- for payment.

ii) The bill should be raised by the vendor at the RBI exchange rates prevailing at the date of Supply Order (SO).

(iii) Photocopies of Publisher's / Importer's / Distributor's Invoice indicating title, author, ISBN, foreign currency clearly will only be accepted as Price Proof. No other items (Publisher Catalogue / Downloads from Internet etc. will be accepted as Price Proof.

(iv) Checklist for submission of Invoices

The Vendor should ensure the following documents in order for faster processing of bills

1. Pre-recipted Bills in triplicate
2. Original Challan copies
3. Photocopy of the SO
4. RBI reference rate

(v) Bills is preferred in INR after rounding off the fraction of fifty paise and above to the next higher Rupee and excluding the fraction less than fifty paise.

(vi) Bills in language other than English /Hindi shall not be entertained.

5. Price Proof indicating the serial no. of the item in the Invoice

6. Other Documentary evidences in case of Short/No of Discount categories.

7. Payment

AIIMSwill make payments on receipt of bill in order, in triplicate for the supply of ordered title(s).

8. General conditions

(i) The vendor shall be held responsible for any damage, loss in transit or for any supply which is not in conformity with the order or for loss occurring on this account and shall be liable to deduction from this bill for the said supply or from the bill from the other supply.

(ii) If any question, dispute or difference arises in connection with the interpretation of the aforesaid terms & conditions, the decision of AIIMS shall be final and binding on vendors. If the vendor desires any clarification on the order letter, he may seek clarification before execution of the order.

(iii) The supplier shall be liable to refund the cost of the title(s), if supplied indamaged/ soiled condition.

(iv) The enlistment will be terminated/dropped/black-listed

(a) If the vendor fails to deliver 75% of the SO (in terms of no. of titles) in more than 2/3 occasions.

(b) If the vendor provides any wrong or distorted information to the library.

9. Arbitration

Any dispute will be settled within the jurisdiction of the Calcutta High Court.

PRINT JOURNALS

1. Enlistment of Subscription Agencies

AIIMS Library would from time to time enlist the agencies through national level tendering by giving advertisements in various daily leading newspapers in accordance with codal norms once in two years.

2. Approval of the Director (Administrative Approval)

The list of journals finally recommended by the Library Resource Recoomendation Committee will be placed for approval of the Director for Administrative Approval for file.

3. Approval for the Financial Sanction

The Payment of Journals is made in Advance after due financial sanction by the Director, AIIMS

4. Supply of Journals by the Agencies

With the approval of the Competent Authority and Finance Section, the Library shall issue the Supply Order for Journals.

5. Agreement of Supply

On issuance of the Supply Order, an Agreement shall be entered between AIIMS Library and the Agencies for regulating the Supply.

6. Recording of Journals

Records the journals in Kardex and reminders for missing issues are issued to the agencies from time to time.

7. Processing of the Bills

Bills are diarised and the following steps to be taken up:
i. Office order/s are prepared for records
ii. Conversion to Rupees from foreign currency is verified as per the Bank rates
iii. Sum total is checked
iv. Submitted to the Director with a note for signature
v. Sent to the Accounts Section for payment

8. Payment to Agencies

Payment to be made after following due process by the Accounts Section as per codal norms Payment to be made through ECS

Terms and Conditions for Subscription of Printed Journals

1. The suppliers after receiving the subscription order/s along with the list of journals and newspapers will pay in advance to the respective publishers' on behalf of AIIMS and submit bill with documentary proof along with

i) Agreement Paper (Rs.50/-)

ii) 15% bank guarantee / FDR.

iii) Invoice

iv) Publishers Price proof

v) In case of Foreign Journals State Bank of India conversion rate on the date of remittance within fifteen (15) days from receiving the order.

While submitting the proof of remittance, only publishers' acknowledgement (mail is not acceptable) of the payment towards the relevant subscription would be accepted. AIIMS will verify the payments details from the publishers, if needed. AIIMS will not entertain any other form of remittance proof i.e.; cheques, bank drafts, were transfer etc. Within Forty five (45) days of the order letter date, vendor/publishers will have to submit publisher's acknowledgement/confirmation.

vi) Institutional Subscription Number

After receiving the acknowledgement/confirmation from the publisher along with subscription number, AIIMS will release the payment through RTGS (Real Time Gross Settlement) in favour of vendor.

2. The supplier shall prepare invoice/s at current State bank of India conversion rate on the date of remittance. The invoice must accompany price proof and the proof of bank conversion rate on the date of invoice. Payment will be released on receipt of only publisher's acknowledgement of the payment towards the relevant subscription. AIIMS will not entertain any other form of remittance proof, i.e., photocopy of cheque, photocopy of bank draft, wire transfer paper etc.

3. The supplier shall ensure the delivery of each issue of journals as per enclosed list of the order. The Library will not accept any photocopy of any missing issue.

4. In the event of any dislocation of any copy of the newspapers or journals in transit or in the event of the agent failing to supply any such copy after its publication for any reason whatsoever, the supplier shall replace all such copies as may have been dislocated in transit, to AIIMS without any extra charge on receipt of intimation on this behalf.

5 AIIMS will not accept any credit note for non-receipt of any journal/newspaper. Instead, the agent would have to ensure to give Bank Draft to be drawn in favour of the Director General, AIIMS, Kolkata, Government of India for the same.

6. That the vendor/supplier will supply the issues of the journals/newspapers to AIIMS through their Messenger/Registered Post.

7. AIIMS has the right to cancel the order if the supplier does not submit the invoice along with required documents within the stipulated time mentioned in the subscription order and as such AIIMS reserves the right to issue order to other suppliers for the same titles.

8. AIIMS reserves the right to stop issuing order to any supplier from the following year if the performance of the firm is found unsatisfactory. In such cases the supplier must refund the paid amount due from the firm for missing/non-supplied issues of journals, if any, to the AIIMS.

9. a) Claims for missing issues shall be settled within 18 months from the date of the Order, failing FDR/ Bank Guarantee will be forfeited.

b) In addition to, if the settlement is not within the above mention deadline and if the number of missing issues is more than 2% of the order value, the vendor shall have to pay extra 10% of the total amount of missing journals.

10. In certain cases, supplementary invoice/s may be raised:-

i) for pro-rata amount for replacing the missing issue/s after settlement and

ii) for increase in price of journals by the publisher/s later on, in such case, the supplier shall raise supplementary bill for the amount due from the subscriber with documentary evidences remitting the excess amount of the increased price to the publisher.

11. Claims for missing journals shall be made within ninety (90) days of the publication of the issue. In case of delivery by the agent, the journal supply shall be reviewed every quarter between the agent and the subscriber.

12. Bank Guarantee / FDR will be with the Director, AIIMS, Kalyani, Government of India till settlement of all issues.

13. In the event of any question, dispute or difference arising under or out or in connection with the construction, meaning, operation or effect thereafter of any matter contained therein or as to the rights, duties or liabilities of the parties hereto respectively however, in connection with these presents (except as to matters, the decision of which is herein before specially provided for) the same shall be referred to the sole arbitration of any person appointed by the Director of the AIIMS, Kalyani and the decision of the arbitrator is final and binding upon both the parties. The venue of the arbitration proceedings will be such place as the sole arbitrator may decide.
14. All disputes are subject to Kolkata Courts' jurisdiction only.

E – Resources (E-Journals, Database, E-Books)

1   Proposal from the various Publishers / Aggregators

Invites proposals from various Publishers/aggregators all over the World through website or newspaper

2.   Scrutiny of the Proposals

Proposals received from publishers / aggregators shall be placed before the Library Resource Recommendation Committee duly constituted by the Director, AIIMS after initial negotiations and meticulous scrutiny of the merit of the product and assessing the suitability.

3.   Negotiation

Selected proposals of the Library Resource Recommendation Committee are placed to the "Commercial and Price Negotiation Committee" for final Negotiation and Recommendation with prior approval of the Director, AIIMS. The negotiations are noted and accordingly minute.

Commercial And Price Negotiation Committee: (Will finalise the terms and condition of purchase, negotiate the price for procurement of e-books and database).

Members:

1.Chairperson, Library Committee
2.Librarian (Acquisition)
3.Senior member from Finance Department
4.Members from concerned Department/Centres (optional and if necessary specially in cases of specialised app or database related to one particular departments)
5.Senior member from Procurement
6.Senior member from IT Cell (in cases of E-Resource Acquisition)

Local Purchase Committee:
Committee will be consisting of the following members

1.Member of library committee/ Acquisition Librarian
2.Member of Procurement section
3.Member of finance section

4.Member of library committee or Acquisition librarian will be convener of the Committee.

4. **Approval of the Director & Issue of the Proposal Acceptance Letter**

The minutes of the meeting of "Commercial And Price Negotiation Committee" will be placed before the Director for final administrative approval. After due approval in file from the Director, AIIMS, the Proposal Acceptance Letter shall be issued for activating the seamless access of the e-Resources across the Institutional Static IP for a period of 30days.

5. **License Agreement between the Publisher/Aggregator and AIIMS Library**

On issuance of the Proposal Acceptance Letter, a License Agreement shall be entered between AIIMS Library and the Publisher/Aggregators for access of the e-Resources to AIIMS Library and its users.

6. **Issuance of Purchase Order**

On the basis of the License Agreement entered into between AIIMS Library and the Publishers, Purchase Order for the activating the access of the e-Resources access to the Publishers as per the terms and conditions laid down in the Agreement.

7 **Technical Processing**

On activation of access, each and every title of e-books are checked for their access as per the order and databases are checked for access as per negotiation.
MARC records supplied by the publisher are integrated with the ILMS database through Z39.0 protocol. Bar code/Accession number be generated for each e-book.

8. **Processing of the Bills**

Bills are diarised and the following steps to be taken up: i.e. Office order/s are prepared for records

ii. Conversion to Rupees from foreign currency is verified as per the Bank rates
iii. Sum total is checked
iv. Submitted to the Directorwith a note for signature
v. Sent to the Dispatch Section for diary
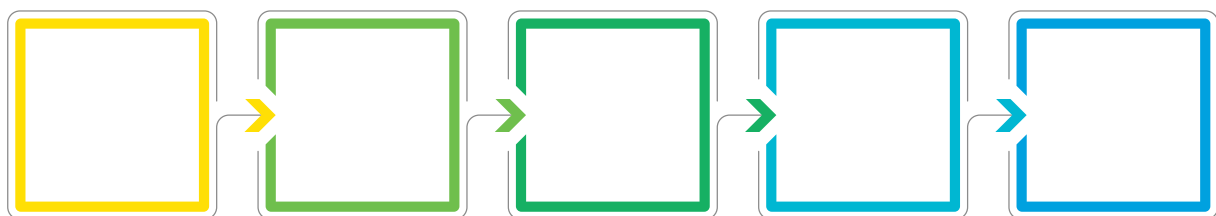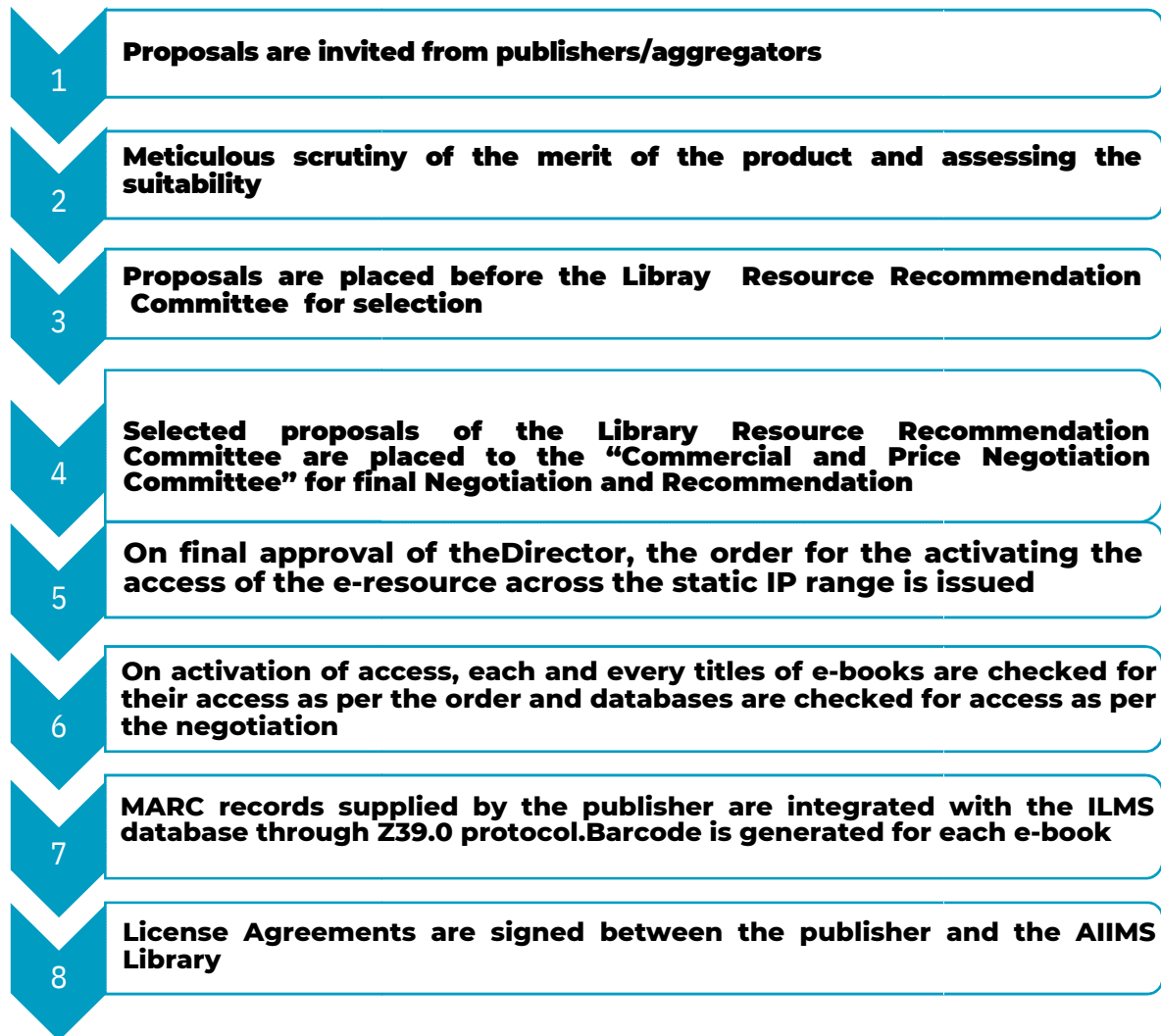vi. Sent to the Accounts Section for payment

9. Payment to Vendors

Payment to be made after following due process by the Accounts Section as per codal norms
Payment to be made through ECS

Workflow in acquisition of E-resources (E-books, E-journals and E- databases in AIIMS Library

1. Proposals are invited from publishers/aggregators

2. Meticulous scrutiny of the merit of the product and assessing the suitability

3. Proposals are placed before the Libray Resource Recommendation Committee for selection

4. Selected proposals of the Library Resource Recommendation Committee are placed to the "Commercial and Price Negotiation Committee" for final Negotiation and Recommendation

5. On final approval of theDirector, the order for the activating the access of the e-resource across the static IP range is issued

6. On activation of access, each and every titles of e-books are checked for their access as per the order and databases are checked for access as per the negotiation

7. MARC records supplied by the publisher are integrated with the ILMS database through Z39.0 protocol.Barcode is generated for each e-book

8. License Agreements are signed between the publisher and the AIIMS Library

Definitions:

1. Executive Director: Highest authority of the Institute.

2. Seller: A seller refers to the company/ vendor/dealer/agent/individual from/ whom the Institute may buy goods or services.

3. Department: Department means Department/Inter-Disciplinary Program/Centre/ Central Facility/Section or any entity in the Institute which has a separately allocated budget.

4. Institute: All India Institute of Medical Sciences (AIIMS), Kalyani.

5. Quotation: means any offer for supply of goods or services received or collected from a supplier other than through a tender.

6. Tender: means any offer for supply of goods or services received from a supplier in response to an invitation to tender published in newspaper or website.

7. EMD: Earnest Money Deposit.

8. GFR: General Financial Rules.

9. Library Committee: will consist of member nominated and formed by competent authority as per Institutional administration.The chairperson will be Faculty in charge Academics/ Dean Academics by default. All activities of central library will be regulated by Library Committee.

10. Proprietary: Sole /Only manufacturer of a particular product
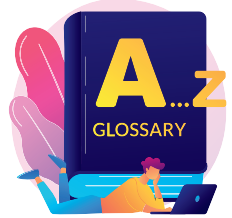
GLOSSARY

"BOOK" includes every volume, part or division of a volume and pamphlet, in any language, and every sheet of music, map, chart or plan separately printed or lithographed, but does not include a newspaper published in conformity with the provisions of Section 5 of the Press and Registration of Books Act, 1867 (XXV of 1867). It is an object that is a container for written, printed or graphic information. Whilst there have been other forms of book, notably the scroll, for the last two millennia in the West the term has been used to refer to the codex, consisting of sheets of vellum, parchment, paper or other material fastened or sewn or stapled together along one edge, with or without a protective case or cover. A definition designed to distinguish the book from other written forms, such as pamphlets, for library purposes was attempted by a UNESCO conference in 1964. This described a book 'as a non-periodical printed publication of at least forty-nine pages, exclusive of cover pages'.

"COLLECTION" is said to be a set of three or more independent works or long excerpts from works by the same author, or two or more independent works or excerpts from works by different authors, not written for the same occasion or for the publication in hand, published together in a single volume or uniform set of volumes, for example, a book of essays written by one or more essayists. Selected by an editor, the works are listed in the table of contents in order of appearance in the text.

"DATABASE" is a large, regularly updated file of digitized information (bibliographic references, abstracts, full-text documents, directory entries, images, statistics, etc.) related to a specific subject or field, consisting of records of uniform format organized for ease and speed of search and retrieval, and managed with the aid of database management system (DBMS) software. Content is created by the database producer which usually publishes a print version and leases the content to a database vendor that provides electronic access to the data after it has been converted to machine-readable form, usually on CD-ROM or online via the Internet. Most databases catalogs, periodical indexes, abstracting services, and full-text reference resources leased annually under licensing agreements that limit access to library users and staff.

"ELECTRONIC BOOK" is a book composed or typed on a computer, or converted from print to digital (machine-readable) format by scanning or some other process, for display on a computer screen.

"ELECTRONIC COLLECTION" is a set of Library materials in digital format, including e-zines, e-journals, e-books, reference works publishedonline and on CD-ROM, online bibliographic and full-text databases, and other Web-based resources.

"ELECTRONIC JOURNAL" is a web site graphically modeled on an existing print journal or which provides access to an online journal that has no print counterpart.

"ELECTRONIC PUBLICATION" is a work in digital form capable of being read or otherwise perceived, and capable of being distributed to the general public electronically. The category includes electronic journals and e-prints, electronic magazines and newspapers, electronic books, Web sites, Weblogs, etc. Some electronic publications are online versions of print publications; others are "born digital".

"ELECTRONIC RESOURCES" refer to those materials that require computer access, whether through a personal computer, mainframe, or handheld mobile device. They may either be accessed remotely via the Internet or locally. Some of the most frequently encountered types are:

    E-journals
    E-books
    Full-text (aggregated) databases
    Indexing and abstracting databases
    Reference databases (biographies, dictionaries, directories, encyclopaedias, etc.)
    Numeric and statistical databases
    E-images
    E-audio/visual resources

"ELECTRONIC THESES AND DISSERTATIONS (ETD)" are Master's theses and Ph.D. dissertations submitted in digital form rather than on paper, as opposed to those submitted in hard-copy and subsequently converted to machine-readable format, usually by scanning.

"ISBN" or International Standard Book Number is a unique ten- digit or 13-digit standard number assigned to identify a specific edition of a book or other monographic publication issued by a given publisher, under a system recommended for international use.

"JOURNAL" is a periodical devoted to disseminating original research and commentary on current developments in a specific discipline, sub-discipline, or field of study research published as articles, papers, research reports, or technical reports, usually issued on a regular basis, published in quarterly, bimonthly, or monthly issues sold by subscription. Journal articles are usually written by the person (or persons) who conducted the research. Longer than most magazine articles, they almost always include a bibliography or list of works cited at the end. Most scholarly journals are peer-reviewed.

"MONOGRAPH" is a relatively short book or treatise on a single subject, complete in one physical piece, usually written by a specialist in

the field. Monographic treatment is detailed and scholarly, but not extensive in scope.

"NEWSPAPER" means any printed periodical work containing public news or comments on public news;

"PERIODICAL" is a publication with its own distinctive title, containing articles, stories, or other short works usually written by different contributors, issued in softcover more than once, usually at regular stated intervals without prior decision as to when the final issue will appear. Although each issue is complete in itself, its relationship to preceding issues is indicated by an issue number and volume number printed on the front cover. The category includes newspapers, newsletters, magazines, and journals, sold at news-stands and by subscription.

"PUBLISHER" is a person or corporate entity that prepares and issues printed materials for public sale or distribution, normally on the basis of a legal contract in which the publisher is granted certain exclusive rights in exchange for assuming the financial risk of publication and agreeing to compensate the author, usually with a share of the profits.

"REFERENCE BOOK" is a book designed to be consulted when authoritative information is needed, rather than read cover-to-cover. The category includes almanacs, atlases, bibliographies, biographical sources, catalogs, concordances, dictionaries, directories, discographies and filmographies, encyclopedias, glossaries, handbooks, indexes, manuals, research guides, union lists, and yearbooks, whether published commercially or as government documents.

"SERIAL" is a publication in any format issued under the same title in successively numbered and/or dated parts or issues, appearing at regularor irregular intervals and intended to be continued indefinitely. Serials include print periodicals (newspapers, newsletters, magazines, and journals) and their electronic counterparts, as well as annuals, yearbooks, transactions, proceedings, and monographic series cataloged separately.

"TREATISE" is a book or long formal essay, usually on an abstruse or complex subject, especially a systematic well-documented presentation of facts or evidence, and the principles or conclusions drawn from them. The term is sometimes used to refer to a written work in which the treatment is dry and scholarly or extremely thorough or detailed.

GFR PROVISIONS

GFR Provisions regarding Purchase of Prints Books/Journals and E-Books, Journals and Databases

Rule 143: Definition of Goods. The term 'goods' used in this chapter includes all articles, material, commodity, livestock, furniture, fixtures, raw material, spares, instruments, machinery, equipment, industrial plant, vehicles, aircraft, ships, medicines, railway rolling stock, assemblies, subassemblies, accessories, a group of machineries comprising of an integrated production process or such other category of goods or intangible products like software, technology transfer, licenses, patents or other intellectual properties purchased or otherwise acquired for the use of Government but excludes books, publications, periodicals, etc. for a library. The term 'goods' also includes works and services which are incidental or consequential to the supply of such goods, such as, transportation, insurance, installation, commissioning, training and maintenance.

<u>Interpretation of GFR Rule 143 in the light of Library Materials</u>

Purchase of Books/Periodicals/Journals: No Tender is required

Purchase of E-Resources Tender is required, if purchased from Third Party Vendor, other than Publishers Purchasing from the Publishers after Negotiation is the right option as there is no standard Pricing Model for E-Resources

Registration/Empanelment of Vendors is mandatory

Fundamental Principles of Buying

Rule 145 : Every authority delegated with the financial powers of procuring goods in public interest shall have the responsibility and accountability to follow Principles of Financial Propriety & bring efficiency, economy, transparency in matters relating to public procurement and for fair and equitable treatment of suppliers and promotion of competition in public procurement.

WORK MANUAL FOR AIIMS LIBRARY

1. MEMBERSHIP DATA ENTRY

The membership data entry will be made in KOHA based on the Membership Form and Membership Card will be issued to each Member.

2. ACCESSIONING

2.1   A single Accession Register for Printed Books with consecutive serial numbers starting from 001 will be used.(Prefix: PUR)

2.2   A separate Accession Register for Non-Book Materials, like CDs, DVDs, Maps, etc with consecutive serial numbers starting from 001 will be used. (Prefix: NBM)

2.3   Ephemerals, Booklets less than 49 pages, Pamphlets, Brochures, Catalogues will not be accessioned, unless otherwise directed.

2.4   A separate Register for Theses, Dissertations and Project papers, Preprints should be maintained. (Prefix: TDP)

3. CLASSIFICATION OF BOOK AND NON-BOOK MATERIALS

3.1 All the Print and Non-Print materials will be classified according to Dewy Decimal Classification 23rd Edition.
3.2 Book Number will be provided from Dewy Cutter Program

3.3 Collection Mark Prefix may be defined if required.

4. CATALOGUING OF BOOK AND NON-BOOK MATERIALS

4.1 MARC 21 data entry will be made for all the book and non-book materials

4.2 A Main entry for each material should be prepared for shelf list in Catalogue Card as a backup system in case of failure of the ILMS

4.3 All MARC 21 data for E-books will be integrated with ILMS software immediately for activation of E-resources.
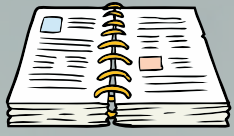
5. RECORDING OF PRINT JOURNALS/NEWSPAPERS

5.1 All the issues of serial publications will be recorded in the Kardex Card and filed in the Kardex Cabinet

5.2 A Receipt Register for Subscribed Print Journals/Serials should be maintained to keep a track of the receipt of journals.

6. SHELVING PATTERNS

6.1 Open Access System arranged according DDC Class Nos. in single row in zig zag pattern from left to right.

6.2 Sufficient gaps should be left for new books.